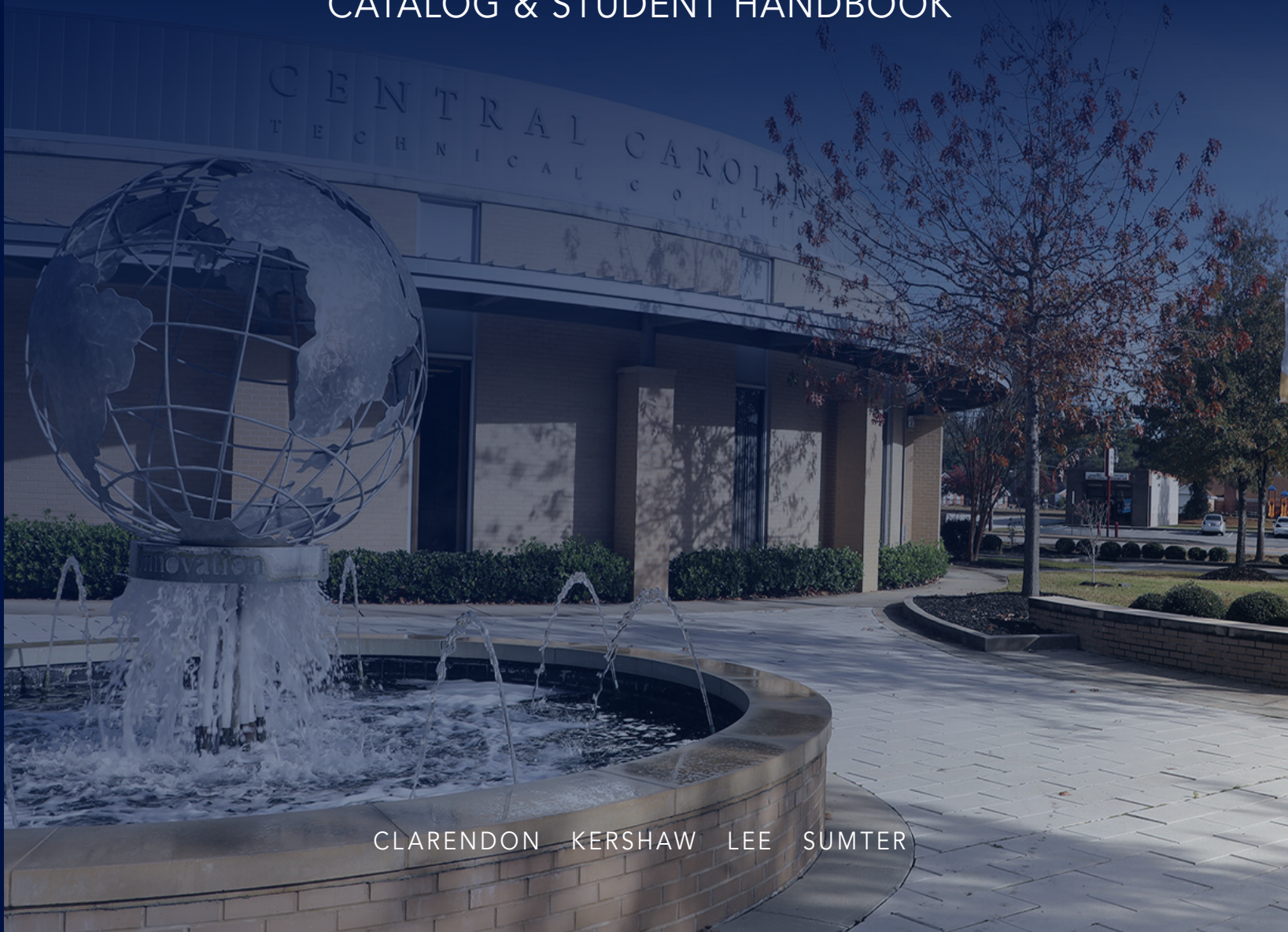




2021-2022

CATALOG & STUDENT HANDBOOK



CLARENDON KERSHAW LEE SUMTER



2021-2022

CATALOG & STUDENT HANDBOOK

Central Carolina Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Central Carolina Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

For all other inquiries about Central Carolina Technical College, please contact:
Central Carolina Technical College, 506 N. Guignard Drive, Sumter, SC 29150-2499
(803) 778-1961 or www.cctech.edu

This catalog is effective for new students who enter Fall Semester 2021. It is for information only and does not constitute a contract between Central Carolina Technical College and its students, applicants for admission, or any other person. The college reserves the right to change, modify, or alter without notice any statement in this catalog, including those concerning fees, charges, tuition, expenses and costs of any kind. Further, the college can add or delete without notice any course, program or policy information contained in the catalog in order to keep curriculum content and college policies current. Information regarding changes is available in the Office of the Vice President for Academic Affairs.

The electronic version of this catalog is available on the CCTC website
www.cctech.edu.

Central Carolina Technical College does not discriminate in employment or admissions on the basis of race, color, national origin, sex, gender identity, sexual orientation, genetic information, age, religion, pregnancy, childbirth or related medical conditions, including but not limited to, lactation, disability, or any other protected class.

EXCELLENCE . INTEGRITY . INNOVATION

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GENERAL INFORMATION



President's Message

CENTRAL CAROLINA TECHNICAL COLLEGE AREA COMMISSION MEMBERS

PAUL NAPPER
*Chairman
Kershaw County*

CHRISTOPHER L. LEE
*Vice Chairman
Clarendon County*

BOBBY R. ANDERSON
*Secretary
Sumter County*

TERRY M. HANCOCK
Kershaw County

ANDRE G. McBRIDE
Sumter County

JANICE W. POPLIN
Sumter County

RAY REICH
Sumter County

JENNETT TOWLES-MICKENS
Sumter County

THOYD WARREN
Kershaw County

ANGELA WITHERSPOON
Clarendon County

VACANT
Lee County

VACANT
Sumter County



Our world needs college graduates now more than ever, and we are delighted that you have decided to pursue your educational goals with us at CCTC. By selecting Central Carolina, and putting the resources of our College behind you, you made an important step toward your goal of higher education.

We know you will find this to be a place where our commitment to connecting learning to life is demonstrated each and every day.

We offer more than 50 degree programs, multiple transfer programs, and a full array of student support services. You have the option of flexible scheduling and a variety of learning formats so you can tailor your time here to meet your learning style – and your busy lifestyle. You can take one class or a full load and choose which of our four campus locations suits you best.

We are here to engage you, to challenge you and support you. Whether you are here for an associate degree, to transfer that degree to a four-year institution or to retrain in preparation for tomorrow's marketplace, we can set you on the right path. Central Carolina Technical College is dedicated to your success.

Our number one priority is that when you leave CCTC you have the knowledge and skills necessary to successfully enter the workforce or transfer to another educational institution. We are proud you have chosen Central Carolina to help you achieve your goals. You've taken a wise first step on your educational journey, and we are here to help you succeed.

Go Titans!

A stylized, handwritten signature in black ink, likely belonging to Dr. Kevin Pollock.

Dr. Kevin Pollock
President, Central Carolina Technical College

COLLEGE INFORMATION

Vision Statement

Central Carolina Technical College will be the first choice for accessible, affordable, and relevant higher education, provided in an innovative, student-centered learning environment.

Statement of Values

Central Carolina recognizes the worth and potential of each student, and values the diversity of its student body, faculty, and staff. In its attitudes and principles, the College affirms the following values and beliefs in providing its programs and services:

Excellence • Integrity • Innovation

College Mission Statement

Central Carolina Technical College improves lives through excellence in teaching, learning, and economic enhancement through workforce development. *(Revision approved by the Central Carolina Technical College Area Commission on September 19, 2019, and the South Carolina Commission on Higher Education on July 30, 2020; reaffirmed by the Central Carolina Technical College Area Commission on January 21, 2021.)*

Statement of Role and Scope

Central Carolina Technical College is a multi-disciplinary, public institution of higher education primarily serving the region of Clarendon, Lee, Kershaw, and Sumter counties in South Carolina by providing innovative programs that are designed to enhance the economic vitality and quality of life for all residents. The College confers associate degrees, diplomas, and certificates in the areas of business, public service, industrial and engineering technology, the health sciences, and the arts and sciences through multiple learning environments including traditional and distance learning instructional methods. In addition to excellence in teaching and learning, the College provides credit and continuing education programs and student support services to prepare students to enter the workforce, earn college credit before high school graduation, transfer to senior colleges and universities, and achieve their professional and personal goals.

History of the College

In 1961, a local committee began studying the feasibility of establishing an “industrial training center” to serve Sumter County. When Clarendon, Kershaw, and Lee Counties expressed interest in participating, the service area was broadened to include these counties. The committee’s work culminated in 1962 with the passage of the enabling legislation which created Sumter Area Technical Education Center.

In 1971, the institution changed its name to Sumter Area Technical College and in 1974 received initial accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools as a two-year college offering technical and vocational programs. In 1989 the South Carolina Commission on Higher Education authorized Sumter Area Technical College

to begin offering the Associate in Arts and the Associate in Science degree programs designed specifically for transfer to four-year colleges and universities. With the addition of the transfer programs, Sumter Area Technical College achieved the status of a comprehensive community college. In the fall of 1992, the College changed its name to Central Carolina Technical College to better reflect its service area. In 1998, the College assumed operation of the F. E. DuBose Career Center located in Clarendon County. In 2001, Central Carolina established the Kershaw County Site in Camden. During the 2005-2006 academic year, a site was also added in Lee County. During 2010, the College expanded its presence in Kershaw County and in downtown Sumter by adding additional facilities to serve students’ needs with the addition of a state-of-the-art Health Sciences Center and the Kershaw County Campus located at the intersection of Interstate 20 and Highway 521. In 2012, the College renovated a former federal building located in the same downtown Sumter area as the Health Sciences Center. This renovated facility serves as the Legal Studies Center where the Paralegal and Criminal Justice Associate Degree programs are located. In 2015, the College opened its Advanced Manufacturing Technology Training Center on Broad Street and relocated several Industrial and Engineering Technology programs to this location.

College Accreditation

Central Carolina Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate degree, diplomas, and certificates. Questions about the accreditation of Central Carolina Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website (www.sacscoc.org).

For all other inquiries about Central Carolina Technical College, please contact the College:

Central Carolina Technical College

506 N. Guignard Drive

Sumter, SC 29150-2499

(803) 778-1961

Toll Free 1-800-221-8711 from Clarendon, Kershaw, and Lee Counties

<http://www.cctech.edu/>

Program Accreditations and Approvals

- The Associate Degree Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree NE, Suite 1400 Atlanta, GA 30326, Phone (404)975-5000, www.acenursing.org. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program is Continuing Accreditation.

The Associate Degree Nursing Program is approved by the South Carolina Labor, Licensing, and Regulation Board of Nursing, 110 Centerview Drive, Columbia, SC 29210, Phone (803)896-4300, www.llr.state.sc.us/POL/nursing

- The Automotive Technology programs are accredited by the National Automotive Technicians Education Foundation (NATEF).
- The Basic Machining & CNC Certificate programs are accredited by the National Institute for Metalworking Skills (NIMS), 10565 Fairfax Blvd., Suite 203, Fairfax, VA 22030, (703)352-4971, www.nims-skills.org.
- The Early Care and Education Associate Degree program is accredited by the National Association for the Education of Young Children (NAEYC), 1313 L Street, NW, Suite 500, Washington, DC 20005.
- The Human Services Associate Degree program is accredited by the Council for Standards in Human Services Education (CSHSE), 3337 Duke Street, Alexandria, VA 22314, (571)257-3959, www.cshse.org.
- The HVAC Program is nationally accredited by HVAC Excellence, Home Office 1701 Pennsylvania Ave NW, Washington, DC 20006. Phone (800)394-5268, Fax (800)546-3726.
- The Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 – 113th St. N., #7709, Seminole, FL 33775, Phone (727)210-2350, www.caahep.org, upon the recommendation of the Medical Assisting Education Review Board (MAERB), 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606, www.maerb.org.
- The Paralegal Program is approved by the American Bar Association (ABA), 321 North Clark Street, 19th Floor, Chicago, Illinois 60654-7598, Fax (312)988-5483.
- The Pharmacy Technician program is accredited by the American Society of Health System Pharmacists (ASHP), 500 East-West Highway, Suite 900 Bethesda, MD 20814, Phone (866) 279-0681, www.ashp.org and the Accreditation Council for Pharmacy Education (ACPE) 190 S. LaSalle Street, Suite 2850, Chicago, IL 60603-3499, Phone (312)664-3575, Fax (866)228-2631, www.acpe-accredit.org upon the recommendation of the Pharmacy Technician Accreditation Commission (PTAC).
- The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 – 113th St. N., #7709, Seminole, FL 33775, Phone (727)210-2350, www.caahep.org, on recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120, Phone (303) 694-9262, Fax (303) 741-3655, www.arcst.org.
- The Water and Wastewater Operator Certificate Programs are approved by the South Carolina Department of Labor, Licensing, and Regulation Board of Environmental Certification to count as one year of work experience toward a South Carolina operator license. South Carolina Board of Environmental

Certification, 110 Centerview Dr., Suite 201, Columbia, SC, 29211, (803) 896-4430, fax: (803) 896-4424. <http://www.llr.state.sc.us>

Policy on Nondiscrimination

Central Carolina Technical College does not discriminate in employment or admissions on the basis of race, color, national origin, sex, gender identity, sexual orientation, genetic information, age, religion, pregnancy, childbirth or related medical conditions, including but not limited to, lactation, disability, or any other protected class. The College complies with provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act; and the South Carolina Human Affairs Law of 1972. The College's 504, Title II, and Title IX Coordinator for students is Kenya Dennis. Her office is located in Building M500, 506 N. Guignard Drive, Sumter, SC 29150, and her telephone number is 803-778-7871. The 504, Title II, and Title IX Coordinator for staff and faculty is Ronald Stover. Her office is located in Building M300A, 492 N. Guignard Drive, Sumter, SC 29150, and her telephone number is 803-778-6688.

The Americans with Disabilities Act of 1990

The Americans with Disabilities Act of 1990 makes it unlawful to discriminate against individuals with disabilities in employment in state and local government services, public accommodations, transportation, and telecommunications. It adopts the general prohibitions of discrimination under Section 504 as well as the requirements for making programs accessible to individuals with disabilities and for providing a way to communicate effectively. It complements but does not replace Section 504. Contact Kenya Dennis, Disability Services Coordinator at 803-778-7871 or (800) 221-8711. The Telecommunications Device for the Deaf (TDD) is (803) 774-3313. The Disability Services Coordinator is located in Building M500, Room M543.

English Fluency

Central Carolina Technical College complies with the Higher Education Act of 1991, which requires that employees have proficiency in the English language. For specific information regarding this compliance, please refer to College Directive 6.22 located in the Directives Manual, a copy of which is in the College's Library.

ACADEMIC CALENDAR
FALL SEMESTER 2021 (202110)

Date	Description
August 2-20 (M-F)	Faculty Workdays
August 14 (S)	Adjunct Faculty Orientation
August 16 (M)	New Student Orientation
August 17 (T)	New Student Orientation
August 19 (Th)	New Student Orientation
August 20 (F)	Late Registration
August 21 (S)	New Student Orientation
Fall Semester - 16 Weeks	
August 23 (M)	Classes Begin
August 23-27 (M-F)	Drop/Add Period
September 6 (M)	Labor Day (College Closed) No Classes
October 12 (T)	Midterm Grades Due
October 14-15 (Th-F)	No Classes –Fall Break Faculty Workdays/Inservice
November 10 (W)	Last Day to Withdraw with “W”
November 11 (Th)	Veterans’ Day/No Classes (Faculty/Staff Workday)
November 24-26 (W-F)	Thanksgiving Holidays (College Closed)
December 1 (W)	Graduation Application Deadline
December 4 (S)	Saturday Classes End
December 7 (T)	Classes End
December 8-14 (W-T)	Fall Semester Exams
December 15 (W)	Faculty Workday
December 16 (Th)	Faculty Workday/Grades Due at Noon
December 17-31 (F-Th)	Faculty Christmas Holidays
Fall Minimester I - 8 Weeks	
August 23 (M)	Classes Begin for Fall Minimester I
August 23-25 (M-W)	Drop/Add Period
September 6 (M)	Labor Day (College Closed) No classes
September 16 (Th)	Midterm Grades Due
September 30 (Th)	Last Day to Withdraw with “W”
October 12 (T)	Classes End
October 11-12 (M-T)	Exam During Regular Class Times
October 13 (W)	Grades Due for Fall Minimester I at Noon
Fall Minimester II - 8 Weeks	
October 18 (M)	Classes Begin for Fall Minimester II
October 18-20 (M-W)	Drop/Add Period
November 9 (T)	Midterm Grades Due
November 11 (Th)	Veterans’ Day (No Classes) Faculty/Staff Workday
November 23 (T)	Last Day to Withdraw with “W”
November 24-26 (W-F)	Thanksgiving Holidays (College Closed)
December 1 (W)	Graduation Application Deadline
December 7 (T)	Classes End for Fall Minimester II
December 8-14 (W-T)	Exams for Fall Minimester II
December 15 (W)	Faculty Workday
December 16 (Th)	Faculty Workday/Grade for Fall Due at Noon
Fall 5M1 - 5 Weeks	
August 23 (M)	Classes Begin for Fall 5M1
August 23-25 (M-W)	Drop/Add Period
September 6 (M)	Labor Day (College Closed) No Classes
September 14 (T)	Last Day to Withdraw with “W”
September 23 (Th)	Classes End for 5M1
September 23 (Th)	Exams for 5M1—During Regular Class Time
September 24 (F)	Grades Due for 5M1 at Noon
Fall 5M2 - 5 Weeks	
September 27 (M)	Classes Begin for Fall 5M2
September 27-29 (M-W)	Drop/Add Period

October 14-15 (Th-F)	No Classes – Fall Break Faculty Workdays/Inservice
October 20 (W)	Last Day to Withdraw with “W”
October 28 (Th)	Classes End for 5M2
October 28 (Th)	Exams for 5M2—During Regular Class Time
October 29 (F)	Grades Due for 5M2 at Noon
Fall 5M3 - 5 Weeks	
November 1 (M)	Classes Begin for Fall 5M3
November 1-3 (M-W)	Drop/Add Period
November 11 (Th)	Veterans’ Day (No Classes) Faculty/Staff Workday
November 24-26 (W-F)	Thanksgiving Holidays (College Closed)
December 1 (W)	Last Day to Withdraw with “W”
December 1 (W)	Graduation Application Deadline
December 7 (T)	Classes End for 5M3
December 8-14 (W-T)	Exams for 5M3—During Regular Class Time
December 15 (W)	Faculty Workday
December 16 (Th)	Faculty Workday/Grades Due at Noon
10-Week Session	
September 27 (M)	Classes Begin for 10-Week Session
September 27-29 (M-W)	Drop/Add Period
October 14-15 (Th-F)	No Classes—Fall Break Faculty Workdays/Inservice
October 27 (W)	Midterm Grades Due
November 11 (Th)	Veterans’ Day (No Classes) Faculty/Staff Workday
November 18 (Th)	Last Day to Withdraw with “W”
November 24-26 (W-F)	Thanksgiving Holidays (College Closed)
December 1 (W)	Graduation Application Deadline
December 7 (T)	Classes End for 10-Week Session
December 8-14 (W-T)	Exams for 10-Week Session
December 15 (W)	Faculty Workday
December 16 (Th)	Faculty Workday/Grades Due at Noon
Weekend College WE	
August 27 (F)	Classes Begin for Weekend College
August 27-31 (F-T)	Drop/Add Period
September 3-4 (F-S)	Labor Day (No Classes)
October 15 (F)	Midterm Grades Due
October 15-16 (F-S)	No Classes—Fall Break
November 11 (Th)	Last Day to Withdraw with “W”
November 26-27 (F-S)	Thanksgiving Holidays(College Closed)
December 1 (W)	Graduation Application Deadline
December 3-4 (F-S)	Classes End for Weekend College
December 10-11 (F-S)	Exams for Weekend College
December 15 (W)	Faculty Workday
December 16 (Th)	Faculty Workday/Grades Due at Noon

SPRING SEMESTER 2022 (202120)

Date	Description
January 3 (M)	College Closed Holiday
January 4-11 (T-T)	College Reopens –Faculty Workdays
January 11 (T)	Late Registration
January 8 (S)	New Student Orientation
Spring Semester—16 Weeks	
January 12 (W)	Classes Begin
January 12-18 (W-T)	Drop/Add Period
January 17 (M)	Martin Luther King Holiday (College Closed) (Faculty/Staff Holiday)
March 2 (W)	Midterm Grades Due
March 7-12 (M-S)	Spring Break (No Classes) – Faculty Holidays
March 30 (W)	Last Day to Withdraw with “W”
April 1 (F)	Graduation Application Deadline
April 27 (W)	Classes End for Spring Semester
April 28-May 4 (Th-W)	Spring Semester Exams
May 5 (Th)	Faculty Work Day/Grades Due by 12 Noon
May 6 (F)	Faculty Work Day/Graduation Sumter County Civic Center
Spring Minimester I—8 Weeks	
January 12 (W)	Classes Begin
January 12-14 (W-F)	Drop/Add Period
January 17 (M)	Martin Luther King Holiday (College Closed) (Faculty/Staff Holiday)
February 7 (M)	Midterm Grades Due
February 17 (Th)	Last Day to Withdraw with “W”
March 2 (W)	Classes End for Spring Minimester I
March 1-2 (T-W)	Exams for Spring Minimester I--During regular class time
March 3 (Th)	Grades Due Spring Minimester I
Spring Minimester II—8 Weeks	
March 14 (M)	Classes Begin for Spring Minimester II
March 14-16 (M-W)	Drop/Add Period
April 1 (F)	Graduation Application Deadline
April 4 (M)	Midterm Grades Due
April 14 (Th)	Last Day to Withdraw with “W”
April 27 (W)	Classes End for Spring Minimester II
April 28-May 4 (Th-W)	Exams for Spring Minimester II
May 5 (Th)	Grades Due Spring Minimester II at 12 Noon
May 6 (F)	Graduation - Sumter County Civic Center
Spring 5M1—5 Weeks	
January 12 (W)	Classes Begin
January 12-14 (W-F)	Drop/Add Period
January 17 (M)	Martin Luther King Holiday (College Closed) (Faculty/Staff Holiday)
February 3 (Th)	Last Day to Withdraw with “W”
February 15 (T)	Classes End for Spring 5M1
February 15 (T)	Exams for Spring 5M1—During Regular Class Time
February 16 (W)	Grades Due for Spring 5M1 at Noon
Spring 5M2—5 Weeks	
February 17 (Th)	Classes Begin for Spring 5M2
February 17-22 (F-T)	Drop/Add Period
March 7-11 (M-F)	Spring Break (No Classes) Faculty Holidays
March 17 (Th)	Last Day to Withdraw with “W”
March 29 (T)	Classes End for Spring 5M2
March 29 (T)	Exams for Spring 5M2—During Regular Class Time
March 30 (W)	Grades Due for Spring 5M2 at Noon

Spring 5M3—5 Weeks	
March 31 (Th)	Classes Begin for Spring 5M3
March 31- April 4 (Th-M)	Drop/Add Period
April 1 (F)	Graduation Application Deadline
April 25 (M)	Last Day to Withdraw with “W”
May 3 (T)	Classes End for Spring 5M3
May 4 (W)	Exams for Spring 5M3
May 5 (Th)	Grades Due for Spring 5M3 at Noon
May 6 (F)	Graduation - Sumter County Civic Center
10-Week Session	
February 14 (M)	Classes Begin for 10-Week Session
February 14-16 (M-W)	Drop/Add Period
March 7-11 (M-F)	Spring Break (No Classes) Faculty Holidays
March 24 (Th)	Midterm Grades Due
April 1 (F)	Graduation Application Deadline
April 13 (W)	Last Day to Withdraw with “W”
April 27 (W)	Classes End for 10-Week Session
April 28-May 4 (Th-W)	Exams for 10-Week Session
May 5 (Th)	Grades Due for 10-Week Session at Noon
May 6 (F)	Graduation - Sumter County Civic Center
Weekend College WE	
January 28 (F)	Classes Begin for Weekend College
Jan 28-Feb 1 (F-T)	Drop/Add Period
March 11-12 (F-S)	Spring Break (No Classes) – Faculty Holidays
March 15 (T)	Midterm Grades Due
March 28 (M)	Last Day to Withdraw with “W”
April 1 (F)	Graduation Application Deadline
April 29-30 (F-S)	Exams for Weekend College
May 5 (Th)	Grades Due for Weekend College at Noon
May 6 (F)	Graduation - Sumter County Civic Center

SUMMER SEMESTER 2022 (202130)*

Date	Description
May 9-17 (M-T)	Faculty Workdays
May 17 (T)	Late Registration
Summer Session 10WK	
April 1 (F)	Graduation Application Deadline
May 18 (W)	Classes Begin
May 18-20 (W-F)	Drop/Add Period
May 30 (M)	Memorial Day – College Closed
June 3 (F)	Faculty Workday
June 20 (M)	Midterm Grades Due
July 4-8 (M-F)	Summer Break – (No Classes) Faculty Holidays
July 19 (T)	Last Day to Withdraw with “W”
August 2 (T)	Classes End for Summer Session
August 3 (W)	Faculty Workday/Grades Due at Noon
Summer Session – 8WK	
June 7 (T)	Classes Begin for Summer Session – 8wk
June 7-9 (T-Th)	Drop/Add Period
June 29 (W)	Midterm Grades Due
July 4-8 (M-F)	Summer Break – (No classes) Faculty Holidays
July 21 (Th)	Last Day to Withdraw with “W”
August 2 (T)	Classes End for Summer Session
August 3 (W)	Faculty Workday/Grade Due at Noon
Summer Session I - 5 WK	
May 18 (W)	Classes Begin for Summer Session I
May 18-20 (W-F)	Drop/Add Period
May 30 (M)	Memorial Day/No Classes (College Closed)
June 3 (F)	Faculty Workday
June 15 (W)	Last Day to Withdraw with “W”
June 22 (W)	Classes End for Summer Session I
June 23 (Th)	Grades Due for Summer Session I 12:00 Noon
Summer Session II - 5 WK	
June 27 (M)	Classes Begin for Summer Session II
June 27-29 (M-W)	Drop/Add Period
July 4-8 (M-F)	Summer Break (No Classes) Faculty Holidays
July 26 (T)	Last Day to Withdraw with “W”
August 2 (T)	Classes End for Summer Session II
August 3 (W)	Faculty Work Day/Grades Due at Noon

****Summer Exams During Last Day of Class***

5M1	Exam Time	Exam Date
Regular Class Period	Regular Class Time	Wednesday, June 22

10wks, 8wks, and 5M2	Exam Time	Exam Date
Monday/Wednesday Classes	Regular Class Time	Monday, August 1
Tuesday/Thursday Classes	Regular Class Time	Tuesday, August 2

ADMISSIONS

8 Easy steps to CCTC!

STEP 1: Application Process

STEP 2: Entrance Requirements

STEP 3: Advisement, Registration, and Orientation

STEP 4: Financial Aid and Payment Information

STEP 5: Book Purchase

STEP 6: Student ID and Parking

STEP 7: Classes Begin

STEP 8: Graduation

Eight Easy Steps to CCTC!

STEP 1: Application Process

Complete an application on CCTC's website at <http://www.cctech.edu>. Applications apply only to the term for which they are completed.

Next, visit the Titan Start Portal to continue your application process, to include:

- Contact information for assigned admissions counselor
- Admissions requirements and access for uploading required forms to include a state-issued identification or driver's license
- General information about your program of study

If you require accommodations, please contact the Disability Services Coordinator at (803)778-7871.

STEP 2: Entrance Requirements

After completing an application, your assigned admission counselor will determine whether the Central Carolina Technical College placement test is required. If the test is required, the test may be taken at CCTC or another post-secondary institution. Some programs require other admission tests. Test scores and/or transcripts can be mailed, faxed, or emailed to admissions@cctech.edu. Faxed transcripts from the student will be considered unofficial. Your placement in English, mathematics, and computer technology will be based on test scores and/or transcripts as appropriate for your program.

You will be placed into general education and/or technology courses based on test scores. If you placed into developmental studies courses, it is expected that you progress through the designated sequence of courses.

Acceptable Placement Test Scores

- Scholastic Aptitude Test (SAT): Evidence-Based Reading and Writing 350+, Math 440+

- American College Test (ACT): 10+ Reading subscore, 17+ Math subscore.
- General Education Development (GED) Scores: 165+ Language Arts, 165+ Mathematical Reasoning.
- High School course work and GPA
 - Standard South Carolina High School Diploma within last 5 years
 - 3.0 or higher SC UGP GPA (weighted GPA)
 - English 101 Placement Requirement:
 - Completion of 4 high school English courses with "C" or better
 - Math 110 Placement Requirement:
 - Completion of the following 4 high school math courses with "C" or better:
 - Algebra I (to include Algebra I-A/Algebra I-B or Foundations in Algebra/Intermediate Algebra), Algebra II, Geometry, and one of the following Math Course (Algebra III, Pre-Calculus, Calculus)
 - IB Math Classes can replace any 3rd or 4th year Math
 - Math 120 Placement Requirement:
 - Completion of the following 4 high school math courses with a "C" or better
 - Algebra I (to include Algebra I-A/Algebra I-B or Foundations in Algebra/Intermediate Algebra), Algebra II, Geometry, Probability and Statistics
- CCTC Next Generation Accuplacer or Accuplacer placement test

Technology Placement Test

All prospective students take a Technology Placement Test, which is used to place students in the proper entry-level computer course and placement in online and hybrid courses.

- Exemptions to the Technology Placement Test.
 - Completion of one high school computer course with a "C" or better (if reading requirement is met).
 - Active Duty Military

Biology Placement Test

All students who plan to enroll in Biology 210 will be required to have successfully completed Biology 101 or BIO 112 or passed the Biology Placement Test.

The CCTC Next Generation Accuplacer placement test, Technology Placement test and Biology Placement test, may be taken during the day or evening. An appointment is recommended. Appointments can be made online using Testing Center Registration at <https://www.cctech.edu/service-and-support/campus-life/testing-center/testing-center-registration/>. Placement testing is available at all campus locations providing student services.

Exemptions to Placement Testing

Exemptions to taking the CCTC placement test are granted if any of the following criteria are met:

- You have attained the minimum Scholastic Aptitude Test (SAT) or American College Test (ACT) score at the level required for the program in which you wish to enroll.
- You have earned a grade of “C” or higher for courses taken 2016-2017 academic year and later in appropriate high school-level English, mathematics, and technology courses receiving a Standard South Carolina High School Diploma within the last 5 years, and a 3.0 or higher SC UGP GPA (weighted GPA).
- You have earned a grade of “C” or higher in appropriate college-level English, mathematics, and technology courses at a regionally accredited college or university.
- You have earned the appropriate score for advanced placement in English and/or Math on CLEP, DSST, and/or AP exams that are recognized by the College.
- You have earned an associate degree or higher degree from a regionally accredited college or university. (You must still meet all course requirements for the program in which you wish to enroll).
- You are not pursuing an academic award and desire to be admitted to take specific courses. You must still meet all course prerequisites.

Official Transcripts

Request an official final high school or GED transcript be sent to the CCTC Admissions Office if you wish to be considered for financial aid or if you are in a program in the Early Childhood program. If you have been home schooled, you must request a final transcript from the home school association or meet the requirements for the state in which the homeschool is located.

If applicable, request official college transcripts to be sent to the Student Records Office. Official transcripts may be delivered by mail, electronically, or in person. If delivered in person the transcript must be in a sealed envelope. If delivered electronically, transcripts must come directly from the academic institution.

STEP 3: Advisement, Registration, and Orientation

Admission decisions will be made available in the Titan Start Portal. Decision letters will be available for download.

Check the Titan Start Portal for the username to access myCCTC and CCTCgo, the College’s mobile application, to:

- Register for first semester classes based on advising from the assigned admission counselor
- Review financial aid requirements

Continue to visit the Titan Start Portal to access important information:

- Welcome and Decision Letters
- New Student Orientation event registration
- Status of official transcripts

STEP 4: Financial Aid and Payment Information

Apply for financial aid online at www.fafsa.ed.gov. Visit the Titan Start Portal to learn more about types of available financial aid, scholarships, and payment plans. If you have questions regarding your FAFSA, you may contact Financial Aid at (803)778-7831 or finaid@cctech.edu. Students who may be eligible for Veterans’ Affairs benefits may contact CCTC’s Veterans’ Resource Center at (803)778-7845. Should you need to make a tuition payment, you may pay in person at the cashier (located at Main Campus or Outreach Campuses), online (through myCCTC), by mailing a check to the cashier, or by phone using a credit card.

To receive financial aid, high school transcripts must be provided from a public, private, home school or GED program in accordance with the South Carolina Law on Education, Title 59, Chapter 65.

STEP 5: Book Purchase

Purchase your books on Main Campus in the Central Carolina Bookstore located in Building M100 in the Student Center or Building K1100 at the Kershaw County Campus. Books are also available at the other outreach locations for courses taught at those locations. Textbook requirements are posted online at: <http://bookstore.cctech.edu> and books may be purchased online as well. Book prices can also be found on myCCTC on the Financial Services Page, under Bookstore Price Search.

STEP 6: Student ID and Parking

If you need to visit the College’s campus to access services such as the library, testing center, computer labs, etc., you will need a College ID. You will also need to register your vehicle. The Security Office is located in Building M100/Room M117. Security Office hours change from semester to semester and are posted outside the Security Office. A College ID and parking decal can also be obtained at the Kershaw County and F.E. Dubose Campuses. Parking decals and ID validations for the semester may be obtained at the Lee County Site.

STEP 7: Classes Begin

Once you have completed the application, admission, and registration process, it is time to attend classes! If you encounter any technical problems with your online course or myCCTC account, contact User Support Services at 803-778-6607. If you encounter problems with your course material, contact your instructor or academic advisor. If you are not sure who your academic advisor is, please check myCCTC on the Advisement and Registration page or on Degreeworks.

STEP 8: Graduation

Apply to graduate online (in your myCCTC account). Students who meet graduation requirements should apply to graduate at the beginning of their final semester. Information on ordering graduation regalia, rings, and frames can be found at: <http://bookstore.cctech.edu/home>. (Graduation Items “Quick Links”)

CONTACT INFORMATION
Central Carolina Technical College
Main Campus
506 North Guignard Drive
Sumter, SC 29150
803-778-1961
www.cctech.edu

Advanced Manufacturing Technology Training Center (AMTTC)
853 Broad Street
Sumter, SC 29150
803-778-6689

Base Education Office
Bldg. 501
398 Shaw Drive
Shaw AFB Sumter, SC 29152
803-666-2422

F.E. DuBose Campus
US Hwy 521
Manning, SC 29102
803-473-2531

Health Sciences Center
133 S. Main Street
Sumter, SC 29150
803-774-3337

Kershaw County Campus
90 Campus Drive
Camden, SC 29020
803-425-8388

Lee County Site
200 N. Main Street
Bishopville, SC 29010
803-483-2282

Admissions
803-778-6605
803-778-6696 Fax

Bookstore
803-774-3342

Career Services Center
803-778-6600

Cashier
803-778-7864

Distance Learning Office
803-774-3343
803-778-7896 Fax

Dual Enrollment
803-778-7828

Financial Aid Office
803-778-7831
803-778-6696 Fax

Library
803-778-6647

Security Office
803-778-6623

Student Records
803-778-7830
803-778-6693 Fax

Testing Center
803-774-3306

User Support Services
803-778-6607
support@cctech.edu

Veterans' Affairs Office
803-778-7861

Veterans Upward Bound
803-774-6702

Workforce Development & SC Environmental Training Center
803-778-6656

ADDITIONAL ADMISSIONS INFORMATION

Admission Policy

Central Carolina Technical College is an “open door” institution serving the educational needs of all who can benefit from its courses and programs. Central Carolina makes every effort to minimize geographic, financial, and scholastic barriers to the programs and services offered by the College. A high school diploma (or GED certificate) is not a prerequisite for college admission but is required for selected program admission and all forms of financial aid.

The definition of “open door admission” implies the College’s commitment to assess student potential and to provide appropriate developmental/transitional courses that will prepare students for collegiate level courses and programs. The definition further implies that consistent with accrediting agencies and boards, some associate degree programs may require students to possess a valid high school diploma, GED certificate, and/or to demonstrate their ability to make satisfactory progress in a given course or program for admission.

General Admission Requirements

All prospective students applying for admission must:

- Be at least 18 years old or possess a valid diploma or hold a GED. Non-high school graduates may be admitted to the College with appropriate test scores. In order to receive financial assistance, a high school or GED transcript must be provided. For more information, contact the Admissions Office. Students between the ages of 16 and 18 who are attending high school must obtain written permission from the high school principal or designee, in the area in which the student resides.
- Complete the admissions requirements described in the **Eight Easy Steps to CCTC**, including submitting an application, state-issued identification or driver’s license, official transcripts, and placement scores.

Declaration of Citizenship or Legal Presence in the United States

The South Carolina Illegal Immigration Reform Act (S.C. Code Ann. §59-101-430 (Westlaw 2008)) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. Upon admission to the College, all students must sign a declaration of citizenship attesting that they are a US citizen, a legal permanent resident in the United States, or an alien lawfully present in the United States. In addition, the College may require you to submit documentation that supports your claim. Any student providing false information may be subject to dismissal from the College. Any student who is found to be unlawfully present in the United States or fails to provide requested documentation will be dismissed from the College.

Specific Admission Requirements

In addition to meeting the general admission requirements for the College, some programs have special admission requirements. See special/specific requirements listed in the individual program pages in this catalog.

Categories of Admission

• **First-time Freshman** – Students who have never attended college before and are attending for the first time after high school graduation or GED completion.
– Complete an application on CCTC's website at <http://www.cctech.edu>.

- Submit a state-issued identification or driver's license.
- Meet with an admission counselor.
- Request high school/GED transcripts be sent to the Admissions Office.
- Request official college transcripts for dual enrolled classes taken at other colleges be sent to Student Records for any college attended while away.

• **Returning Students** – Students who withdraw from the College or who do not attend for one year may be eligible for to return. Complete an application on CCTC's website at <http://www.cctech.edu>. Students who have been suspended for academic reasons must adhere to the procedures described under Standards of Academic Progress to reapply. Any student returning to the college should contact the Financial Aid Office to review financial aid status.

- Complete an application on CCTC's website at <http://www.cctech.edu>.
- Submit a state-issued identification or driver's license.
- Meet with an admission counselor.
- Request official college transcripts be sent to Student Records.

• **Transfer Students** – Any student who has attended one or more accredited colleges or universities prior to applying for admission to Central Carolina Technical College must:

- Complete an application on CCTC's website at <http://www.cctech.edu>.
- Submit a state-issued identification or driver's license.
- Meet with an admission counselor
- Request official college transcripts be sent to Student Records.
- Request high school/GED transcripts be sent to the Admissions Office
- Refer to the "Transfer to Central Carolina Technical College" information section of this catalog for additional information.

• **Dual Enrollment** – Current high school juniors and seniors may enroll at Central Carolina Technical College through the dual enrollment collaborative agreement between the College and the secondary institutions provided the student has met the following requirements:

- Be enrolled in a public or private accredited high school or an accredited homeschool/virtual school association

- Be sixteen (16) years of age; exceptions may be made by the high school or the homeschool/virtual school association by providing documentation demonstrating an exceptional ability to undertake college-level coursework
- Have the recommendation from the high school or the homeschool/virtual school association
- Meet the same requirements for an individual course as other college students
- Complete an application on CCTC's website at <http://www.cctech.edu>.
- Submit a state-issued identification or driver's license.
- Pay all fees at the time of registration, if applicable

• **Career Development** – Applicants who wish to enroll in a limited number of classes for upgrading their skills but do not wish to pursue a degree, diploma, or certificate. Applicants must:

- Complete an application on CCTC's website at <http://www.cctech.edu>.
- Submit a state-issued identification or driver's license.
- Meet with an admission counselor.
- Meet course prerequisites where applicable
- Pay all fees by the payment deadline for each semester. (No financial aid is available to this category of student.)

• **Transient Students** – A student who enrolls in Central Carolina Technical College courses to transfer to his or her primary college must apply as a Career Development student. The transient student must:

- Complete an application on CCTC's website at <http://www.cctech.edu>.
- Submit a state-issued identification or driver's license.
- Submit a Transient Student Form from the home institution specifying the courses to be taken.
- This form serves as verification that the student has met the course prerequisites.
- Meet with an admission counselor.
- Central Carolina Technical College (CCTC) does not participate in consortium agreements for students attending another institution, but will cooperate with institutions that provide consortium agreements to transient students attending CCTC.

• **Senior Citizens** – In accordance with State Law, Section 59-111-320, legal residents of South Carolina who are at least 60 years of age may be permitted to attend classes on a space available basis without the required payment of tuition if they meet admission and other standards deemed appropriate by the College. The following criteria have been established by Central Carolina and the Senior Citizen student must:

- Complete an application on CCTC's website at <http://www.cctech.edu>.
- Submit a state-issued identification or driver's license.
- Meet with an admission counselor.
- Senior citizens should complete a FAFSA, and the senior citizen waiver will only be used to the extent tuition is not covered by other grant aid or scholarships, which will be applied first to tuition, and then to fees and other charges, if available. Senior citizens who qualify for financial aid may

enroll in any program and register during regular registration.

- Senior citizens who do not complete a FAFSA or do not qualify for any grant aid or scholarships must be coded as a career development student and must wait and register during late registration, on a space available basis.
- Technology and other fees, books, supplies or miscellaneous expenses will not be covered by the waiver.
- Senior citizens must sign the Certification of Age Form (available from the cashier) before waiver is applied.
- Senior citizen waiver can only be used one time per course.

Advanced Standing

Central Carolina Technical College has established policies and procedures which may allow students to enter programs with advanced standing. No more than 50% of the total credit hours in a student's program can be awarded to a student for advanced standing. Advanced standing may be attained through the following:

• Advanced Placement Examinations (AP Exams)

The Advanced Placement Examination program of the College Entrance Examination Board is accepted by Central Carolina Technical College. In order for credit to be granted, a score of 3 or higher must be attained. The official results scored on the AP examination must be requested by the student to be sent directly to the Student Records Office by the issuing agency and must be on file in the student's academic file before an evaluation is made. A grade of "E" will be awarded on the student's transcript. When prior learning credit is awarded, an email is sent to the student's myCCTC email account. Students may obtain a current listing of courses that have been approved for course credit from <https://www.cctech.edu/service-and-support/student-records/advanced-standing/advanced-placement-ap-testing/>.

• College Level Examinations Program (CLEP)

Central Carolina Technical College awards credit for knowledge demonstrated as a result of nontraditional learning experiences validated by the CLEP Exam. The official results scored on the CLEP examinations must be requested by the student to be sent directly to the Student Records Office by the issuing agency and must be on file in the student's academic record before an evaluation is made. Credit will be awarded according to the American Council on Education recommendations and College requirements. A grade of "E" will be awarded on the student's transcript. When CLEP credit is awarded, an email is sent to the student's myCCTC email account. Students may obtain a current listing of courses that have been approved for course credit from <https://www.cctech.edu/service-and-support/campus-life/testing-center/clep-dsst-exams/>.

• DANTES Subject Standardized Tests (DSST)

Central Carolina Technical College awards credit for college-level examinations that have been completed with satisfactory scores through the Armed Services. Official results must be requested by the student to be sent directly to the Student Records Office by the issuing agency and must be on file in the student's academic record before an evaluation is made. Credit will be awarded according to the American Council on Education recommendations and College requirements. A grade of "E" will be awarded on the student's transcript. When DSST credits awarded, an email is sent to the student's myCCTC email account. A listing of examinations approved for course credit may be obtained from <https://www.cctech.edu/service-and-support/campus-life/testing-center/clep-dsst-exams/>.

• Military Service Schools

Central Carolina awards credit for courses taken at military services schools. The official Joint Services Transcript displaying military course completions must be requested by the student to be sent directly to the Student Records Office by the issuing agency. The official transcript must be on file in the student's academic record before an evaluation is made. After the student has been admitted to the College, course credit will be awarded according to the American Council on Education and College recommendations and College requirements. A grade of "E" will be awarded on the student's transcript. When credit is awarded, an email is sent to the student's myCCTC email account.

• Proficiency Tests

Students may challenge credit courses with the approval of the course department chair by taking a proficiency test and paying a fee per exam. If a student decides not to take the exam after the fee has been paid, the student has thirty (30) days from the date of payment to request a refund.

A student may not take a proficiency test more than once. Students cannot receive credit by examination for a course equivalent to or at a lower level than the course in which they are currently enrolled or a course for which they have previously enrolled or previously received a grade. Students may not challenge any course that has been previously audited. All prerequisites must be met before taking a proficiency examination. A student may enroll in a course and choose to attempt a proficiency test for the course during the add/drop period. If the student passes the exam, credit will be awarded, the student will be dropped from the course, and any tuition paid for the course will be refunded.

Proficiency exams are not available for ENG 101, English Composition I; ENG 102, English Composition II; SPC 205, Public Speaking; literature courses; and other selected courses. (See course department chair for details).

Credit awarded based on a departmental proficiency examination cannot be included as part of the student's credit load. A grade of "E" will be entered on the student's transcript.

- **Secondary School Articulation**

Students may earn college credit for completion of specified technical courses at the high school level. Prospective students are encouraged to check with guidance counselors and teachers at their high schools and career centers or with Central Carolina Technical College's Registrar to determine whether specific secondary course work is eligible for articulation. Students who master the major competencies in the high school course, pass a College proficiency test, and are admitted to the College within two years of high school graduation will be awarded exemption credit and a grade of "E" will be entered on the student's transcript. Articulation procedures may be found at <https://www.cctech.edu/service-and-support/academics/admission-agreements/>.

- **Experiential Learning and Professional Certification**

Central Carolina Technical College recognizes that work related activities may provide a student with the opportunity to master skills and gain experience while on the job, which may meet the competencies of some college course work. The College may award exemption (E) credit for that course.

A student who has been admitted to Central Carolina Technical College and has mastered competencies in a non-academic setting may receive course credit based on substantive work experience, earning a professional certificate, and/or completion of noncredit courses. For consideration of substantive work experience for awarding credit, a student must provide the academic dean and the department chair/program manager with a detailed letter from a supervisor on official company letterhead stating the work tasks completed on the job with a quantitative description of job duties where appropriate. Documentation over six months old will not be accepted. Once documentation is reviewed and approved by the academic department chair/program manager, the student must pass a proficiency test for the course before credit will be awarded.

The student may be granted credit for professional certificates that demonstrate comparable academic proficiencies and skill levels contained within the content of the credit course for which credit is awarded. Credit must not duplicate credit already awarded. The original of the certificate must be presented to the department chair. A maximum of 12 credit hours can be earned for professional certificate(s). If credit is awarded, a grade of E will be entered on the student's transcript.

Students may receive credit for satisfactory completion of a non-credit course, which closely parallels the rigor, instructional time, content, /substance, and course learning outcomes and objectives of a credit course. For consideration of noncredit coursework for awarding credit, a student must submit a transcript or

official copy of the certificate verifying successful completion of the noncredit course displaying the course name, number of hours completed or CE units earned, and the course description which includes learning outcomes and course objectives to the academic dean and the department chair/program manager. Once documentation is reviewed and approved by the academic department chair/program manager, the student must pass a proficiency test for the course before credit will be awarded.

General education courses offered at Central Carolina Technical College are exempt from consideration for receiving credit for work experience.

- **International Baccalaureate Credit Award Policy**

The International Baccalaureate program is accepted by Central Carolina Technical College. For a student to receive credit, the student must have scored "4" or above on any higher-level IB course examination. The amount of college course credit awarded for an IB course will be equivalent to the credit hour value of the college course for which the IB credit is being accepted. Students must submit an official High School transcript reflecting the completion of the IB course and an official IB transcript showing the test score prior to the evaluation of the coursework for the awarding of credit. For a listing of approved IB courses, and scores, visit <https://www.cctech.edu/service-and-support/student-records/advanced-standing/international-baccalaureate-credit-award-policy/>.

- **Transfer to Central Carolina Technical College**

It is the policy of Central Carolina Technical College to review entering students' post-secondary course work completed at other regionally accredited colleges or universities. In order for course work to be evaluated, an official transcript must be on file in the student's academic record. Acceptance of transfer credits will be at the discretion of the Registrar or designee in consultation with the appropriate department chair when necessary. The following criteria will be observed when awarding transfer credit:

- The College will accept only credit course work with a grade of "C" or better which has been earned from other regionally accredited post-secondary institutions.
- The course work must closely parallel the course in the student's curriculum as offered by Central Carolina Technical College.
- If the credits being transferred were awarded in quarter credit hours, the credits will be converted to semester hour equivalents. If the credit hours for the parallel course are less than those granted by the College, the course will not be accepted for transfer. The student may take a proficiency test, if applicable.
- The grade awarded from the transferring institution will appear on the Central Carolina Technical College transcript, but it will not be used in calculating the Central Carolina student's grade-point average (GPA).

Transfer credit will; however, be calculated in the cumulative “Earned Hours” (EHRS) section of the transcript. In addition, grade points are not transferable from previous institutions.

- Transfer credit will be awarded after acceptance to the college and before the end of the first semester of enrollment provided the official transcript has been received from the awarding college/university. A student should not enroll in classes that may transfer until the evaluation has been completed. A student may access their myCCTC account to see the transferred credit awarded.
- When a student decides to change their program the student may request a review of their transcript. Credit will be evaluated based on the requirements in the program to which the student is changing.
- Some majors have time limits on curriculum courses due to the nature of the program and program accreditation requirements. Students with questions should contact their advisor or the Registrar.
- A student who wishes to appeal a decision on transfer credit may do so by contacting the Vice President for Student Affairs. The Vice President for Student Affairs will review the course content with the appropriate department chair or program manager to determine the transferability of the course in question.

Academic Residency Credit Requirements

Students must complete at least 25% of required courses in their program at Central Carolina Technical College to be eligible to receive a certificate, diploma, or degree. Some programs have more stringent residency requirements.

CCTC students who have established residency and who desire to take courses at other regionally accredited institutions for transfer credit must receive prior permission from their advisor or department chair/program manager. Prior approval is not granted for students who are on academic suspension. A Transient Student Request Form must be submitted to the Student Records Office prior to taking the course. Students must have an official transcript sent to CCTC upon successful completion of the course before transfer credit is awarded.

FINANCIAL AID

Overview of Applying for Financial Aid

Step 1: Apply for a Federal Student Aid User ID & password at www.fafsa.ed.gov.

The Federal Student Aid (FSA) Username and Password serves as your electronic signature for federal student aid.

Step 2: Complete and submit the Free Application for Federal Student Aid (FAFSA) to the US Department of Education. Feel free to come to the

College's Student Services Center for application assistance. A computer lab is available for students and parents to complete the FAFSA.

You may submit the FAFSA electronically at www.fafsa.ed.gov. Students and parents, when applicable, must “sign” the application online using the FSA Username and Password.

FAFSA applications or renewal applications are to be submitted annually for the new academic year which begins with each fall semester. Applications can be submitted after October 1st of each year. It is recommended that students and/or their parents complete the FAFSA using the IRS Data Retrieval to import tax information, so financial aid arrangements can be made well in advance of the start of the term. Some funds are limited and are awarded on a first-come, first-served basis.

Step 3: Talk with a financial aid counselor about grants, loans, or scholarships for which you may be eligible. (See details below for a discussion of various options.)

Step 4: Once awarded, an email will be sent containing a personalized College Financing Plan.

In addition to completing the FAFSA each year, to maintain eligibility for financial assistance, you must make progress toward your academic goal, and maintain a certain grade-point average (GPA); Pass Rate, and 150% credit hour limitation to demonstrate success. Be sure to consult the Financial Aid Standards of Satisfactory Progress outlined in the Student Handbook section of this catalog or on the College's website at <http://www.cctech.edu/financial-aid/>. Ask questions if you do not understand the requirements. It is important that you protect your eligibility.

More Details about Applying for Financial Aid

Applications for Financial Aid

The FAFSA can be submitted prior to being admitted to a program of study. However, the financial aid application cannot be considered for award until the applicant is accepted into an eligible program. Remember that some funds are limited and the best aid packages are sent early in the award cycle. Late applications generally cannot be funded to their full eligibility.

Request an official high school or GED transcript to be sent to the CCTC Admissions Office if you wish to be considered for all forms of financial aid. To receive financial aid, high school transcripts must be provided from a public, private, home school or GED program under the South Carolina Law on Education, Title 59, Chapter 65. If the student completed a home school program in another state, the student must provide documentation indicating if it was a state-approved home school program. Students who live in South Carolina and complete unauthorized out of state home schooling programs will be considered non-high school

graduates. If applicable, request official college transcripts to be sent to Student Records.

You can now complete your FAFSA with a free app on a smart phone.

Verification

Students selected by the US Department of Education for verification will receive an email notification from the Financial Aid Office. This process requires the students to submit documentation to verify certain data contained on the Free Application for Federal Aid (FAFSA). Students and parents should request a copy of their federal tax transcript and/or W-2 documents from the IRS, which may be needed to complete the verification process.

Students enrolled in more than one college in the same semester may receive financial assistance from only one college at a time.

Every effort will be made to make an award provided the file can be brought to completion. The Payment Plan is made available through the Central Carolina Technical College Business Office. Information regarding the payment plan may be obtained from the Financial Aid Office, the Business Office, or on the College's website at <http://www.cctech.edu/financial-aid/payment-plan/>.

Types of Financial Aid

1. Federal Funds

Federal Pell Grants

A Federal Pell Grant is based on need and does not have to be paid back. Generally, Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added. Pell Grants for 2020-2021 range from \$639 to \$6345 for full-time students. Eligible students enrolled less than full-time will receive prorated awards. If eligible, Pell Grant may be used for up to 12 semesters.

Federal Supplemental Educational Opportunity Grant (FSEOG)

A Federal Supplemental Educational Opportunity Grant (FSEOG) is awarded to undergraduate students with exceptional financial need – those with the lowest Expected Family Contribution (EFC) numbers. Federal Pell Grant recipients receive priority for FSEOG awards.

Federal Work-Study

The Federal Work-Study (FWS) Program provides jobs for undergraduate students with financial need, allowing them to earn money while pursuing their education. FWS students are issued paychecks monthly to assist with educational expenses. The program encourages community service work and work related to a student's course of study. Federal Work-Study awards are made on the basis of a student's financial need. Participants in this program must have a minimum 2.0 cumulative GPA.

Federal Loans

Federal Direct Loans

Regular students who have completed a FAFSA and are enrolled in an eligible program of study at least half time (6 hours) may be eligible for the Direct Loan Program. Students must complete a Master Promissory Note and Entrance Loan Counseling to be considered for Direct Loan funding.

2. State Funds

South Carolina Need Based Grant

The South Carolina Need Based Grant (SCNGB) is funded by the State of South Carolina. The funds are awarded to students on a basis of need. Early applicants are given first priority for consideration. South Carolina Need Based Grant award amounts range from \$250 to \$1250. Participants must enroll in at least 6 credit hours and maintain a 2.0 Cumulative GPA. If awarded students must sign the SCNGB Certification for use of award.

SC Foster Care youth are eligible for additional Need Based Grant funding. Please contact the financial aid office for more information.

Lottery Tuition Assistance

Lottery Tuition Assistance (LTA) is available to South Carolina residents that complete a Free Application for Federal Student Aid (FAFSA) and meet all other LTA eligibility criteria. According to state law, federal grants and need-based grants will be applied against technical college tuition before lottery-funded tuition assistance will be applied. The law states students can apply tuition assistance toward only one certificate, diploma, or associate degree program every five years, unless the additional certificate, diploma, or associate degree is necessary for progress in the field of study.

LIFE Scholarship

The Legislative Incentive for Future Excellence (LIFE) Scholarship Program, approved by the General Assembly in 1998, is merit based. Students graduating from a South Carolina High School who have a cumulative Grade Point Average (UGS) of 3.0 or higher who enroll in 12 credit hours above the 100-level will be eligible for the LIFE Scholarship. This scholarship pays up to \$2500 in tuition costs each semester. Eligibility criteria may be found at <http://www.che.sc.gov>. It is the student's responsibility to adhere to LIFE Scholarship criteria and to self-identify to the Financial Aid Office as eligible for LIFE funds. Students who are eligible for LIFE Scholarships must provide an official copy of their final high school transcript, and/or official college transcripts, and meet all enrollment requirements before the scholarship can be awarded. Once awarded students must complete a LIFE Affidavit for use of award.

IMPORTANT: Students receiving LIFE Scholarship funds at a technical college will not be eligible for lottery-funded tuition assistance (LTA) during the same academic year.

SC WINS Scholarship

The SC Workforce and Industrial Needs Scholarship (SC WINS) supplements Lottery Tuition Assistance to help cover tuition and mandatory fees left after applying all other scholarships or grants. Recipients can receive up to \$2,500 total per academic year, after applying all other scholarships or grants. When combined with Lottery Tuition Assistance and other financial aid, many eligible students can attend with little tuition cost.

3. Institutional Programs

Foundation Scholarships

Scholarships are provided through the Central Carolina Technical College Foundation and the generosity of industries, businesses, professional organizations, civic clubs, and individuals.

Scholarships are awarded on a competitive basis applying the following criteria: academic excellence, achievement, leadership qualities and need, or other criteria as stipulated by the donor. Awards usually include tuition and/or book assistance and require the recipient to maintain a minimum GPA to continue the scholarship. Each scholarship is awarded for one academic year beginning with the fall semester. Students must reapply each year. Students are encouraged to apply early. Screening of applicants will begin in mid-March.

Check with the Financial Aid Office and Outreach Campus front offices in Clarendon, Kershaw, and Lee Counties for online applications and deadline dates or on the College website at <http://www.cctech.edu/about/cctc-foundation/foundation-scholarships/>. For further information, contact the Central Carolina Technical College Foundation Office at (803) 778-6641.

Central Carolina Scholars

Central Carolina Technical College along with community partners provides two years (six consecutive semesters) at Central Carolina Technical College tuition-free for high school students in the graduating class of 2021 and 2022 who graduate on time. The Central Carolina Scholars scholarship is an economic development tool for existing and new industries and will afford expanded higher education opportunities to students in Sumter, Clarendon, Kershaw, and Lee counties.

High school students must meet Central Carolina Scholars Criteria. Once the criteria have been met, the Central Carolina Scholar scholarship is available for six (6) consecutive semesters. Some of the criteria to receive the scholarship:

- Instate residency as determined by SC residency laws.
- Graduation from a high school located in Sumter, Clarendon, Kershaw, and Lee counties; or a graduate of the South Carolina Virtual High School or Home School and a

resident of Clarendon, Kershaw, Lee or Sumter County.

- Placement into English 101, Math 101 or MAT 155, Computer Technology 101, and be able to exempt Reading.
- Present a final high school transcript showing graduation date and minimum GPA of 2.0.
- Begin taking classes in the summer or fall semester immediately following high school graduation.
- Complete the Free Application for Federal Student Aid (FAFSA).

For a complete list of criteria to receive a scholarship and to maintain scholarship eligibility, visit the College's website, or contact the Financial Aid Office at (803) 778-7831.

Other Option

Payment Plan

Central Carolina Technical College is pleased to offer a monthly payment plan to enable you to more easily afford your educational expenses. The deferred payment plan provides you with a low cost plan for budgeting tuition, fees, and books. For more information on the payment plan, please contact the Central Carolina Business Office at (803) 774-3322 or 774-3350, or visit the payment plan page on the College's website at <http://www.cctech.edu/financial-aid/payment-plan/>.

Title IV School Code 003995 – finaid@cctech.edu

Central Carolina Technical College realizes how challenging meeting educational expenses can be and strives to help eligible students with the proper assistance to attend Central Carolina Technical College.

Veterans' and Active Duty Education Benefits

Central Carolina Technical College is approved by the State Approving Agency for training service persons, veterans, dependents, and reservists under Title 38, U. S. Code for the following VA educational benefits:

- Montgomery GI Bill ® (Chapter 30)
- New GI Bill ® - Selected Reserve Educational Assistance Program (Chapter 1606)
- Reservists called or ordered to serve in response to a war. (Chapter 1607)
- Survivors and Dependents (Chapter 35)
- Vocational Rehabilitation (Chapter 31)
- New GI Bill ® Post-9/11 Veterans Education Assistance Act of 2008 (Chapter 33)
- Tuition Assistance and CAP

A student may apply for VA Benefits online at www.ebenefits.va.gov to determine eligibility.

CCTC will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "statement of Benefits: obtained from the Department

of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

CCTC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

CCTC requires the covered individual to take the following actions:

- Submit a certificate of eligibility for entitlement to educational assistance.
- Submit a written request each semester to use such entitlement. (Veterans Certification Request Form)
- Provide additional information necessary to the proper certification of enrollment by the educational institution.
- CCTC will require additional payment or fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

Specific information regarding each Veterans' program may be obtained from the Veterans' Affairs Office in Building M500, Room M587 on the Main Campus.

Free Tuition for Children of Certain Veterans

Children of certain disabled veterans and/or purple-heart recipients may be eligible for free tuition.

Eligibility and application information may be obtained from the Financial Aid/Veterans Affairs Office or any county Veterans Affairs Office or from the Governor's Office, Division of Veterans Affairs, 6437 Garners Ferry Road, Suite 1126, Columbia, SC 29209. Call (803) 647-2434.

VA Certification for Online Courses

In order to meet VA certification requirements for off-campus courses such as Practica, Internships/Externships and residencies, as well as courses offered via the Internet or other modes of distance learning, Central Carolina Technical College acknowledges that these courses are part of the College's approved curriculum, are directly supervised by the College, are measured in the same unit as other courses, are required for graduation, and are part of a program of study approved by the State Approving Agency. The College requires that the faculty teaching these courses use a grading system similar to the grading system used in resident courses and include statements in the course syllabus that indicate that

appropriate assignments are needed for the completion of the course and that the student is expected to demonstrate, at least once a week, that he/she is actively involved in the class. Examples of activities that can be used to demonstrate this involvement include, but are not limited to, the following: posting/receiving e-mails, participating in online class discussions and class chat rooms, and completing and submitting course assignments. Further, the College requires that these courses have schedules of time for training and instruction which demonstrate that students shall spend at least as much time in preparation, instruction, and training as is normally required by the College for its resident courses.

Standards of Academic Progress for VA and or National Guard Educational Benefits

Academic progress will be measured at the end of each evaluation period. Failure by a student to maintain a cumulative Grade Point Average (GPA) of at least 2.0 and/or have a less than 67% pass rate for any evaluation period will result in that student being placed on academic probation (warning) for the next enrolled term per Federal and CCTC Standards of Academic Progress.

Failure by the student to attain a cumulative GPA of at least a 2.0 during the probation term and/or obtaining a less than 67% pass rate will result in academic suspension (termination of student/Veteran's benefits) for one term; the next enrolled term. The interruption will be reported to the Veterans Administration (VA) using VA Form 22-1999b or the applicable National Guard educational benefit administrator. Student must obtain a 2.0 cumulative GPA or higher during the suspension term (next enrolled term) and obtain a pass rate of 67% or higher to be considered for reinstatement of VA educational benefits. VA/CAP educational benefits will not be paid during a suspension term.

Veterans/students who obtain a 2.0 or higher cumulative GPA and a 67% pass rate during their suspension term are eligible to be considered for reinstatement of VA educational benefits.

Veterans/students who fail to attain a cumulative GPA of at least 2.0 during the return term (after suspension) and/or less than 67% pass rate will be placed on academic dismissal for 2 terms; next 2 enrolled terms. Reinstatement after dismissal will be granted only if mitigating circumstances exist and are presented/documented with appeal. VA/CAP educational benefits will not be paid during dismissal terms.

Mitigating Circumstances: Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control.

Pass rate is computed based on attempted hours and hours receiving a passing grade. Receiving a "W", "I", "WA", or an "F" for a class is considered a grade and used in computing a student's pass rate.

Standards of Satisfactory Academic Progress for Financial Aid

Students receiving financial assistance must be making satisfactory progress towards a degree, diploma, or certificate. Students receiving financial aid through state programs will, at a minimum, meet the same standards when specific criteria are not prescribed. See Student Handbook for details or the College's website at <http://www.cctech.edu/financial-aid/>.

Office Hours

The Financial Aid Office is located in Building M300, at the Sumter Main Campus. Office hours are 8:00 am to 6:00 pm, Monday through Thursday; 8:00 am to 4:30 pm on Friday.

REGISTRATION INFORMATION

Academic Load

During the regular semester, you are considered a full-time student for financial aid and VA purposes if you are enrolled in 12 or more semester credit hours and part-time if you are enrolled in less than 12 semester credit hours. However, for associate degrees and some other programs, a full semester load requires that you complete 15 or more semester credit hours; if you complete less than 15 semester credit hours, you should not expect to complete programs within the prescribed time period. Maximum student course load is 18 credit hours per semester. Exceptions must be approved by the department chair of the program in which you are enrolled. Documentation of approval must be provided to Student Records before you register for additional hours.

Auditing Courses

A student who desires to attend courses on an audit basis without earning a grade or credit may register as an audit student. Students must complete a Course Audit Form (available on the College's website) and submit to Student Records prior to the last day of the drop/add period. Auditing a course is contingent upon departmental approval. Students may not change course status (credit to audit or audit to credit) after the drop/add period has ended.

The tuition and fees for auditing a course are the same as when the course is taken for a grade/credit. Audit students must meet the course prerequisites. An audited course may not be used to fulfill prerequisite requirements. Students may not take a proficiency test for previously audited courses.

Add/Drop/Section Changes

Students may add or drop a course or courses during the designated add/drop period provided the course is not closed. Course(s) may be dropped by this date without academic penalty. The designated add/drop date is published in the Academic Calendar which can be found on the College's website. All section changes after the add/drop period must be approved by the department chair under which the course resides. A Withdrawal/Section Change Form can be obtained from the instructor or on the College website at

www.cctech.edu/resources/forms-library. The completed Withdrawal/Section Change Form must be submitted to the Student Records Office or cashier, with all appropriate signatures for final processing.

Withdrawing from Class

If a student realizes they can no longer meet the requirements of a course, they may withdraw from the course after the add/drop period. To do so, the student must initiate the withdrawal with the instructor prior to the published deadline to receive a grade of "W". A grade of "W" does not negatively impact the Grade Point Average (GPA), but it may negatively impact a student's financial aid, causing the student to owe money to the College. Withdrawal deadlines are published in the Academic Calendar which can be found on the College's website. Please discuss your withdrawal with your instructor and a financial aid counselor before completing the process.

If a student stops attending a class and exceeds the number of absences allowed prior to the withdrawal date, they will be withdrawn by their instructor and will receive a grade of "WA". A grade of "WA" does not negatively impact the GPA, but it may negatively impact a student's financial aid, causing the student to owe money to the College. Students who attend class after the withdrawal deadline will receive a grade of (A, B, C, D, or F). Students who do not attend class after the withdrawal deadline will receive a grade of "WF". Please familiarize yourself with the attendance policy and remember it is best to complete a student-initiated withdrawal if necessary.

Return of Title IV Funds

Students who receive financial aid and completely withdraw from the College are subject to the return of Title IV funds policy. The amount to be returned is based on the percentage of enrollment completed for the semester and the amount of financial aid assistance considered earned. Funds are returned to the appropriate programs in the following order: unsubsidized Federal Direct Loans; subsidized Federal Direct Loans; Federal Pell Grant; Federal Supplemental Educational Opportunity Grant; other Title IV Assistance. The College and the student are both responsible to return unearned financial aid to the appropriate program(s). Examples are available in the Business Office. Students who do not repay the required amount will be ineligible for financial aid until repayment has been made.

Course Scheduling

The course schedule is available on the College's website and your myCCTC/CCTCgo account. The College reserves the right to add or delete courses in the published semester schedule as deemed necessary.

An academic advisor is available to assist you in scheduling classes to meet your educational goals. You can locate your academic advisor information and register online through your myCCTC account once you have been admitted to the College.

Payment of Fees

Payment of fees must be made in accordance with published guidelines. A \$30 nonpayment fee will be assessed after each deadline for accounts not paid or charged to financial aid or a payment plan. If you have outstanding debts, you will not be permitted to register until the debts have been satisfied. Deadlines are published at <http://www.cctech.edu/financial-aid/tuition-and-fees/>.

Residency Status

The amount of tuition and fees you pay for attending Central Carolina Technical College shall be determined by your residency status (domicile). The rules regarding the establishment of residence for fees and tuition purposes at the College are governed by the Code of Laws of South Carolina, regulations promulgated by the South Carolina Commission on Higher Education and by the Central Carolina Technical College Commission.

The Director of Recruitment and Admissions is responsible for making all residency determinations. If you subsequently become eligible for a change of residency, it will be your responsibility to submit proper documentation to the Director of Recruitment and Admissions requesting a change of residency. If the petition is approved, the change/status with supporting documentation will be effective the current term, if received prior to the first day of classes. Exceptions may apply. Decisions of the Director of Recruitment and Admissions regarding residency may be appealed to the Vice President for Student Affairs.

Tuition and Fees - Effective Fall Semester 2021

- Tuition fees are as follows:
 - Students from Clarendon, Lee, Kershaw, and Sumter Counties — \$194 per credit hour.
 - Students from other counties in the state — \$227 per credit hour. Exception —tuition for students from South Carolina enrolled in Natural Resources Management or Environmental Engineering Technology is \$202 per credit hour.
 - Students from out-of-state — \$331 per credit hour.
- Tuition for some programs is higher due to additional costs. Please see the “Tuition Rates by Program” chart, located on our website.
- A laboratory fee of \$35-\$50 will be charged in selected science courses. Please see the “Lab/Specialty Fees” chart for details, located on our website.
- A technology fee of \$10 per credit hour will be charged for all students (except dual enrollment students).
- Students receive up to two parking decals at no cost. Additional decals are \$5 each. These decals are valid for one academic year beginning in the fall. Hanging tags are available for a fee of \$20.00 per year and are non-refundable.
- All students who have registered but have not paid by the published deadlines will be assessed nonpayment fees.

- All students who register after the published registration period will be charged a \$25 late registration fee.
- The cost of books, inclusive access, tools, distance learning lab kits, and materials is in addition to tuition and other fees.
- The College reserves the right to adjust tuition and fees without notice.
- No refunds will be made if not applied for within 90 days of the last date of attendance.

Refund Policy-Credit Courses

It is the policy of Central Carolina Technical College that students or appropriate sponsoring parties receive a fair and equitable refund or credit of tuition upon withdrawal or reduction of course load.

Institutional charges for a semester will be refunded or credited at the following rates:

REFUND % WITHDRAWAL OR REDUCTION IN CREDIT HOURS:

- 100% Before first date in term that classes are offered (start of term)
- 100% 1st-5th day of term (3rd day of term for minimesters)
- 0% After 5th day of term (3rd day of term for minimesters)

- Students who never attend class will be considered to have constructively withdrawn before the start of semester.
- Students must initiate the add/drop process online during the add/drop period to be eligible for a refund or credit.
- A student’s official withdrawal date will be based on the last date of attendance.
- Refunds for semesters that vary in length from the 16-week semester will be in proportion to the semester refund schedule delineated above.
- Late fees and late payment fees will not be refunded.
- No refunds will be made if not applied for within ninety (90) days of the last day of attendance.
- Refunds to veterans in non-degree programs or military tuition assistance students will be made in accordance with existing government regulations.
- The Vice President for Business Affairs may consider refunds on an individual basis where personal emergency or extreme hardship is involved. Written documentation will be required in these cases. No requests will be considered for charges greater than one year old.

Refund Policy-Non-credit Courses, Seminars and Workshops

Refunds may be requested by mail, in person, or by telephone. These requests are the responsibility of the registrant.

- **Full Refund** – A full refund will be issued for all courses, seminars, and workshops cancelled by Central Carolina Technical College.
- **Partial Refund** – Registrations cancelled before the cutoff date of ten (10) working days before the

scheduled training will be assessed a 20% administrative fee.

- **No Refund** – There will be no refunds for cancellations less than ten (10) working days prior to the starting date.

Transfer Students

Students who transfer to Central Carolina Technical College are responsible for having all Student Aid Report information transmitted to Central Carolina. This request can be accomplished at <http://www.fafsa.ed.gov> by adding Central Carolina Technical College's school code (003995) to your FAFSA application. A student must have his/her FSA Username & Password to make this transaction. Students may also call 1-800-4-FED-AID to request a duplicate Student Aid Report where Central Carolina Technical College can be added. This process will take a few weeks to complete. It is the responsibility of the student to notify the Financial Aid Office if he/she has attended another institution. A student cannot receive financial aid at two colleges during the same semester.

South Carolina Vocational Rehabilitation

South Carolina residents with vocational disabilities may qualify for financial assistance for educational expenses from the South Carolina Department of Vocational Rehabilitation. In Sumter, call (803) 469-2960; in Camden, call (803) 469-1068.

Special Populations Program (Perkins)

This federally funded program provides assistance for students in programs considered non-traditional for their gender, students with disabilities, individuals from disadvantaged families, single parents, single pregnant women, displaced homemakers, and individuals with other barriers to education including those with limited English proficiency. Books, child care, and transportation fees may be provided to qualified students. This program is funded by the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) and managed by the Counseling & Outreach Services Department in Building M500, Room M540, (803) 778-6672, Sumter Main Campus.

PROGRAM OF STUDY INFORMATION

College-Wide General Education Outcomes

Graduates of an associate degree from Central Carolina Technical College will:

1. Effectively communicate information, ideas, and/or arguments appropriate to the audience and purpose.
2. Utilize appropriate mathematical and statistical methods to interpret data and solve problems.
3. Locate, evaluate, and use information from diverse and credible sources in an effective and ethical manner.

Graduation/Program Completion

It is the responsibility of each student to meet the graduation/program completion requirements of the College in his or her particular program of study and to maintain at least the minimum required grade point

average. Counselors and faculty advisors will guide students, but the final responsibility for program completion/graduation belongs to the student. To graduate from a program and receive a degree, diploma, or certificate, a student must:

- Complete a core of general education courses as follows:
 - The core for associate degree programs (at least 15 semester hours) must include at least one course from each of the following areas: the humanities/fine arts, the social/behavioral sciences, and the natural sciences/mathematics and provide components designed to ensure competence in reading, writing, oral communication, and fundamental mathematical skills
 - The core for diploma programs (at least 8 semester hours) is designed to develop communication, computational, behavioral, and social science skills appropriate to the occupational purpose of the program.
- Complete all required courses for the curriculum program, including electives.
- Complete or place out of all DVS numbered less than 100 coursework.(e.g., 013, 032)
- Demonstrate achievement of program outcomes.
- Earn a **program** GPA (grade-point average) of 2.0 for all curriculum work in the program in which the student is graduating.
- Meet the program residency requirement by completing at least 25% of the required courses at Central Carolina Technical College. Some programs have more stringent residency requirements.
- Fulfill all financial obligations, including all fees and the return of all books and materials to the Library.
- Submit a Graduation Application in myCCTC.

Students must complete curriculum requirements as stated in the College catalog in effect at the time of their enrollment at Central Carolina Technical College. Students who discontinue their enrollment for a period of one year or longer must meet the requirements of the program at the time of their re-entry.

Graduation Ceremony

The graduation ceremony is held annually at the conclusion of the Spring semester. Caps, gowns, and invitations may be ordered through the College's Bookstore or online at <http://bookstore.cctech.edu>. (Graduation Items "Quick Link")The College encourages students to participate in the graduation ceremony and to invite family and guests. The date for the 2021-2022 graduation ceremony is Friday, May 6, 2022, at the Sumter County Civic Center.

Scholastic Honors

- President's List - Students who are enrolled in at least 12 semester credit hours and who achieve a 4.0 grade-point-average for the semester will be placed on the President's List.

- President's List for Part-Time Students - Students who are enrolled in at least 6 credit hours but no more than 11 semester credit hours and who achieve a 4.0 grade-point-average for the semester will be placed on the President's List for Part-time Students.
- Dean's List - Students who are enrolled in at least 12 semester credit hours and who achieve at least a 3.5 grade-point average for the semester will be placed on the Dean's List.
- Dean's List for Part-Time Students - Students who are enrolled in at least 6 credit hours, but no more than 11 credit hours, and achieve at least a 3.5 grade-point average for the semester will be placed on the Dean's List for Part-time Students.

Developmental studies courses will not be considered in the calculations for Dean's List, Dean's List for Part-time Students, President's List, or President's List for Part-time Students. These courses do not count toward a student's GPA for scholastic honors.

Graduation Honors

- Students achieving a cumulative GPA of 3.500-3.699 will be designated at graduation "Cum Laude."
- Students achieving a cumulative GPA of 3.700 to 3.899 will be designated at graduation "Magna Cum Laude."
- Students achieving a cumulative GPA of 3.900 to 4.0 will be designated at graduation "Summa Cum Laude."

CCTC Academic Transcripts

- Academic transcripts must be ordered online at www.getmytranscript.com.
- Transcripts are \$10.00.
- Transcripts are not released for students who have a financial obligation to the College.

TRANSFER TO SENIOR COLLEGES AND UNIVERSITIES

Students who plan to transfer credits earned at Central Carolina Technical College to other colleges and universities are advised to discuss this intention with representatives of the institutions to which they wish to transfer. COURSE ACCEPTANCE SHOULD BE DETERMINED BY THE OTHER INSTITUTION PRIOR TO ENROLLMENT IN CENTRAL CAROLINA TECHNICAL COLLEGE COURSES. Further information on transfer to other institutions may be obtained from the Admissions Office or from Natalie Mahaffey for Associate in Arts, or from Vacant for Associate in Science.

Transfer to South Carolina Colleges and Universities

Parents and students are finding that Central Carolina Technical College (CCTC) provides an excellent transition to a four-year degree. Students can save money by staying at home and have the support of their families as they begin their education.

The Statewide Articulation Agreement of 86 courses has been approved by the South Carolina Commission on Higher Education for transfer from two-year to four-year public institutions and has been in effect for over a decade.

Information on the College's various admissions agreements can be obtained through our website at www.cctech.edu. Click on "Academics," and then "Admission Agreements."

Regulations and Procedures for Transfer in Public Two-Year and Four-Year Institutions in South Carolina as Mandated by ACT 137 of 1995

Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, shall develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission, upon the advice of the Council of Presidents, established a Transfer Articulation Policy Committee composed of four-year institutions' Vice Presidents for Academic Affairs and the Associate Director for Instruction of the State Board for Technical and Comprehensive Education. The principle outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

- An expanded list of 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;
- Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995, the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, shall have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which is now moving through the General Assembly during the 1996 session. Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below.

Unless otherwise stated, these procedures shall become effective immediately upon approval by the Commission and shall be fully implemented, unless otherwise stated, by September 1, 1997.

Note: The following transfer information is required for inclusion by the Commission on Higher Education (CHE). The College assumes no liability for the accuracy of the information provided by CHE.

Statewide Articulation of 86 Courses

1. The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it shall identify comparable courses or course categories for acceptance of general education courses on the statewide list.

Transfer Policy

The South Carolina Course Articulation and Transfer System serves as the primary tool and source of information for transfer of academic credit between and among institutions of higher education in the state. The system provides institutions with the software tools needed to update and maintain course articulation and transfer information easily. The student interface of this system is the South Carolina Transfer and Articulation Center (SCTRAC) web portal: www.SCTRAC.org. This web portal is an integrated solution to meet the needs of South Carolina's public colleges and universities and their students and is designed to help students make better choices and avoid taking courses which will not count toward their degree. Each institution's student information system interfaces with www.SCTRAC.org to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

Admissions Criteria, Course Grades, GPA's, Validations

2. All four-year public institutions shall issue annually in August a transfer guide covering at least the following items:
 - A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
 - B. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.
 - C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
- D. Institutional procedures used to calculate student applicants' GPAs for admission. Such procedures shall describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated, and they shall also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
- E. Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found on the home institution for the courses accepted.
- F. Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
- G. Lists of institution's Transfer Officer(s) personnel together with telephone and FAX numbers and office addresses.
- H. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
- I. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.
3. Coursework (individual courses, transfer blocks, and statewide agreements) covered within these procedures shall be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above, but the transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made.
 - A. Any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
 - B. Any multi-campus institution or system shall certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.
4. Any coursework (individual courses, transfer blocks, statewide agreements) covered within this transfer policy will be transferable to any public institution without any additional fee and without

any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

Transfer Blocks, Statewide Agreements, Completion of the Associate in Arts and Associate in Science Degrees

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina shall be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:
 - Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours
 - Business Administration: Established curriculum block of 46-51 semester hours
 - Engineering: Established curriculum block of 33 semester hours
 - Science and Mathematics: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of coursework.
 - Nursing: By statewide agreement, at least 60 semester hours shall be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in Nursing (ADN), provided that the program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and that the graduate has successfully passed the National Council Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.
6. Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above shall either create its own transfer block of 35 or more credit hours with the approval of CHE staff or shall adopt either the Arts/Social Science/Humanities or the Science/Mathematics block by September, 1996. The institution at which such program is located shall inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.
7. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block shall automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on

Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.)

Related Reports and Statewide Documents

8. All applicable recommendations found in the Commission's report to the General Assembly on the School-to-work Act (approved by the commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of coursework among two and four-year institutions.
9. The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred.

Assurance of Quality

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes shall be evaluated and appropriate measures shall be taken to reassure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review shall occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education shall print and distribute copies of these Procedures upon their acceptance by the commission. The staff shall also place this document and the Appendices on the Commission's Home Page on the Internet under the title "Transfer Policies."
12. By September 1 of each year, all public four-year institutions shall on their own Home Page on the Internet under the title "Transfer Policies":
 - A. Print a copy of this document (without appendices).
 - B. Print a copy of their entire transfer guide.
 - C. Provide to staff of the Commission in satisfactory format a copy of their entire transfer guide for placing on the Commission's Home Page on the Internet.
13. By September 1 of each year, the staff of the State Board for Technical and Comprehensive Education shall on its Home Page on the Internet under the title "Transfer Policies":
 - A. Print a copy of this document (without appendices).
 - B. Provide to the Commission staff in format suitable for placing on the Commission's Home Page of the Internet a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher

- education, together with information about how interested parties can access those agreements.
14. Each two-year and four-year public institutional catalog shall contain a section entitled "TRANSFER: STATE POLICIES AND PROCEDURES." Such section at a minimum shall:
 - A. Publish these procedures in their entirety (except Appendices).
 - B. Designate a Chief Transfer Officer at the institution who shall
 - provide information and other appropriate support for students considering transfer and recent transfers
 - serve as a clearinghouse for information on issues of transfer in the State of South Carolina
 - provide definitive institutional rulings on transfer questions for the institution's students under these procedures
 - work closely with feeder institutions to assure ease in transfer for their students
 - C. Designate other programmatic Transfer Officer(s) as the size of the institution and the variety of its programs might warrant.
 - D. Refer interested parties to the institutional Transfer Guide.
 - E. Refer interested parties to the institution's and the Commission on Higher Education's Home Pages on the Internet for further information regarding transfer.
 15. In recognition of its widespread acceptance and use throughout the United States, SPEED/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.
 16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity. (As an electronic counseling guide, this computerized, online instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.)
- Development of Common Course System**
17. Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and senior institutions.
 18. Adopt common course titles and descriptions for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes. (A common course numbering system and common course titles and descriptions for lower-division coursework at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year coursework with lower-division courses at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit, and purpose among the lower-division courses at all public colleges and universities in South Carolina. It would also help eliminate institution disagreement over the transferability of much lower-division coursework, thus clearing a path for easier movement between the technical colleges and senior institutions.)

**Statewide Articulation Agreement:
Technical College Courses Transferable To Public Senior Institutions**

Course#	Title	Credits	Course#	Title	Credits
ACC 101	Accounting Principles I	3	MAT 120	Probability and Statistics	3
ACC 102	Accounting Principles II	3	MAT 122	Finite College Mathematics	3
ANT 101	General Anthropology	3	MAT 130	Elementary Calculus	3
ART 101	Art History and Appreciation	3	MAT 140	Analytical Geometry and Calculus I	4
ART 105	Film as Art	3	MAT 141	Analytical Geometry and Calculus II	4
AST 101	Solar System Astronomy	4	MAT 240	Analytical Geometry and Calculus III	4
AST 102	Stellar Astronomy	4	MAT 242	Differential Equations	4
BIO 101	Biological Science I	4	MUS 105	Music Appreciation	3
BIO 102	Biological Science II	4	PHI 101	Introduction to Philosophy	3
BIO 210	Anatomy and Physiology I	4	PHI 105	Introduction to Logic	3
BIO 211	Anatomy and Physiology II	4	PHI 106	Logic II Inductive Reasoning	3
BIO 225	Microbiology	4	PHI 110	Ethics	3
CHM 110	College Chemistry I	4	PHI 115	Contemporary Moral Issues	3
CHM 111	College Chemistry II	4	PHY 201	Physics I	4
CHM 112	College Chemistry II	4	PHY 202	Physics II	4
CHM 211	Organic Chemistry I	4	PHY 221	University Physics I	4
CHM 212	Organic Chemistry II	4	PHY 222	University Physics II	4
ECO 210	Macroeconomics	3	PHY 223	University Physics III	4
ECO 211	Microeconomics	3	PSC 201	American Government	3
ENG 101	English Composition I	3	PSC 215	State and Local Government	3
ENG 102	English Composition II	3	PSY 201	General Psychology	3
ENG 201	American Literature I	3	PSY 203	Human Growth and Development	3
ENG 202	American Literature II	3	PSY 208	Human Sexuality	3
ENG 203	American Literature Survey	3	PSY 212	Abnormal Psychology	3
ENG 205	English Literature I	3	SOC 101	Introduction to Sociology	3
ENG 206	English Literature II	3	SOC 102	Marriage and the Family	3
ENG 208	World Literature I	3	SOC 205	Social Problems	3
ENG 209	World Literature II	3	SOC 206	Social Psychology	3
ENG 214	Fiction	3	SOC 210	Juvenile Delinquency	3
ENG 218	Drama	3	SOC 220	Sociology and the Family	3
ENG 222	Poetry	3	SOC 235	Thanatology	3
ENG 230	Women in Literature	3	SPA 101	Elementary Spanish I	4
ENG 236	African American Literature	3	SPA 102	Elementary Spanish II	4
ENG 260	Advanced Technical Communication	3	SPA 201	Intermediate Spanish I	3
FRE 101	Elementary French I	4	SPA 202	Intermediate Spanish II	3
FRE 102	Elementary French II	4	SPC 205	Public Speaking	3
FRE 201	Intermediate French I	3	SPC 210	Oral Interpretation of Literature	3
FRE 202	Intermediate French II	3	THE 101	Introduction to Theatre	3
GEO 101	Intro to Geography	3	Contact Information:		
GEO 102	World Geography	3	–Transfer Program Manager, Associate in Arts		
GER 101	Elementary German I	4	Program: Natalie Mahaffey (803)778-7810		
GER 102	Elementary German II	4	–Transfer Program Manager, Associate in Science		
HIS 101	Western Civilization to 1689	3	Program: Jessica Lea (803)778-7836		
HIS 102	Western Civilization Post 1689	3	–Central Carolina Technical College Home Page:		
HIS 201	American History Discovery to 1877	3	http://www.cctech.edu		
HIS 202	American History 1877 to Present	3	–Commission on Higher Education Home Page:		
MAT 110	College Algebra	3	http://www.che.sc.gov		
MAT 111	College Trigonometry	3	_South Carolina Transfer and Articulation Center		
			(SCTRAC): www.sctrac.org		

WORKFORCE DEVELOPMENT

The Workforce Development Division is the first-choice training partner for industry, government agencies and residents of Clarendon, Kershaw, Lee, and Sumter counties and supports economic development through education, collaboration, problem-solving, and matching resources to needs. Open enrollment courses and customized contract training programs are developed and delivered at convenient times and locations to meet the needs of business and industry.

The Division also includes the South Carolina Environmental Training Center (ETC). The ETC is designated by the state to provide training to water and wastewater operators to help preserve and protect South Carolina's water. Courses are offered onsite and online throughout the state. The ETC, (803)778-6656, is located at the AMTTC Sumter, SC.

Program Areas

The Workforce Development Division offers non-credit courses, specializing in six program areas:

•Business & Leadership

Management, Supervisory Training, Computers, and Soft Skills.

•Environmental

Water, Wastewater, Well Driller, Math for Operators, Chlorine Safety, and Pool & Spa.

•General Interest

Defensive Driving, CDL, and Logistics

•Allied Health

Emergency Medical Technician, CPR and First Aid, Certified Nursing Assistant, Phlebotomy, First Responder, etc.

•Industrial

Programmable Logic Controllers, Production, AutoCAD, Industrial Maintenance, Electrical, Blueprint Reading, Hydraulics, Pneumatics, Welding and CNC.

•Safety

Confined Space, Forklift, HAZCOM/RCRA/DOT, HAZWOPER, and OSHA.

Apprenticeship Programs

Apprenticeship Carolina™ is the SC Technical College System's tool to help business and industry partners achieve their workforce development goals.

Apprenticeship Carolina is committed to ensuring all employers in South Carolina have access to the information and technical assistance they need to create their own demand-driven registered apprenticeship programs. Central Carolina Technical College and an Apprenticeship Carolina™ consultant will work with businesses to develop a US Department of Labor registered apprenticeship program at no cost.

More than 1000 occupations across all industry clusters nationwide are recognized through registered apprenticeship programs and new occupations are regularly added as employer needs evolve to meet new economic realities. Central Carolina Technical College has worked with local businesses with the following apprenticeship occupations: Quality Control Technician, Bank Teller, Manufacturing Technician, Customer and Administrative Services, HVAC Technician, Office Manager, Certified Nursing Assistant, Maintenance Mechanic, Production Technician, Wastewater Operator, Accounting Technician, Pharmacy Technician, and Chemical Operator.

PROGRAMS OF STUDY



Programs of Study

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Basic Program Information

Sequence of Courses

Course requirements for programs are listed in semester displays included in this catalog. Students may also receive semester displays (Program Plans) from the Office of Admissions and Counseling. These semester displays indicate the suggested semester sequence of courses. Since many students have outside responsibilities, such as a family or work, students may take longer to finish their chosen program of study. However, students should pay close attention to the semester displays, because sometimes one course is a prerequisite for another course; that is, you must satisfactorily complete a certain course before you are allowed to enroll in the next course in the sequence. Students should discuss course sequencing with a College advisor or counselor.

Frequency of Course Offerings

Most courses listed in this Catalog are offered at least one semester a year. Some courses are offered every semester, but many are available only in the semester listed in semester displays. The semester displays show the scheduled semester courses should be offered; however, sometimes courses are cancelled because of low enrollment. Students are encouraged to enroll in courses in the recommended sequence in order to graduate in a timely manner.

Developmental Courses

All programs of study require that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

General Education Courses

Each associate degree program consists of a basic core of at least 15 semester credit hours of general education courses. The general education core includes at least one course from each of the following areas: the humanities/fine arts, the social/behavioral sciences, and the natural sciences/mathematics. Each diploma program consists of a core of at least 8 semester credit hours of general education courses. Note: Some courses require prerequisites. Check for course prerequisites in the section of this catalog entitled "Course Descriptions." Following is a list of general education courses:

Humanities/Fine Arts

ART	101	Art History and Appreciation (3)
ART	105	Film as Art (3)
ENG	203	American Literature Survey (3)
ENG	205	English Literature I (3)
ENG	206	English Literature II (3)
ENG	207*	Literature for Children (3)
ENG	208	World Literature I (3)
ENG	209	World Literature II (3)
ENG	214	Fiction (3)
ENG	220*	20th and 21st Century Literature (3)
ENG	228*	Studies in Film Genre (3)
ENG	236	African American Literature (3)
HIS	101	Western Civilization to 1689 (3)
HIS	102	Western Civilization Post 1689 (3)
HIS	122*	History, Technology, and Society (3)
HIS	131*	African American History 1877-Present (3)
HIS	201	American History Discovery to 1877 (3)
HIS	202	American History 1877 to Present (3)
HIS	222*	Global Women's History (3)
MUS	105	Music Appreciation (3)
PHI	101	Introduction to Philosophy (3)
PHI	110	Ethics (3)
REL	101*	Introduction to Religion (3)
THE	101	Introduction to Theatre (3)
THE	105*	Fundamentals of Acting (3)

Social/Behavioral Sciences

ANT	101	General Anthropology (3)
ECO	210	Macroeconomics (3)
ECO	211	Microeconomics (3)
GEO	102	World Geography (3)
PSC	201	American Government (3)
PSC	215	State and Local Government (3)
PSY	201	General Psychology (3)
PSY	203	Human Growth and Development (3)
PSY	208	Human Sexuality (3)
PSY	212	Abnormal Psychology (3)
SOC	101	Introduction to Sociology (3)

SOC	102	Marriage and the Family (3)
SOC	206	Social Psychology (3)
SOC	210	Juvenile Delinquency (3)

Natural Science/Mathematics

AST	101	Solar System Astronomy (4)
AST	102	Stellar Astronomy (4)
BIO	101	Biological Science I (4)
BIO	102	Biological Science II (4)
BIO	112*	Basic Anatomy and Physiology (4)
BIO	115*	Basic Microbiology (3)
BIO	203*	General Genetics (4)
BIO	205*	Ecology (3)
BIO	206*	Ecology Lab (1)
BIO	210	Anatomy and Physiology I (4)
BIO	211	Anatomy and Physiology II (4)
BIO	225	Microbiology (4)
BIO	240*	Nutrition (3)
CHM	110	College Chemistry I (4)
CHM	111	College Chemistry II (4)
MAT	101*	Beginning Algebra (3)
MAT	102*	Intermediate Algebra (3)
MAT	110	College Algebra (3)
MAT	111	College Trigonometry (3)
MAT	120	Probability and Statistics (3)
MAT	140	Analytical Geometry and Calculus I (4)
MAT	141	Analytical Geometry and Calculus II (4)
MAT	155*	Contemporary Mathematics (3)

Oral Communication

SPC	205	Public Speaking (3)
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Written Communication

ENG	101	English Composition I (3)
ENG	102	English Composition II (3)
ENG	165*	Professional Communications (3)

**Not included on the CHE statewide articulation of transfer courses. May be accepted at some institutions for transfer.*

Information Processing Certificate (INPR)

36 Semester Hours

The Information Processing Certificate program is designed for individuals who desire to develop skills as entry-level office support personnel in a dynamic office environment. Graduates will develop skills in keyboarding, word processing, spreadsheets, database management, web page design, business communication and customer service. Students may apply courses in the Information Processing Certificate toward the Associate Degree in Applied Science with a major in Administrative Office Technology.

The Information Processing Certificate Program requires at least a grade of “C” in all of the courses offered within the INPR curriculum for the grade to be counted toward graduation. Specifically, these include courses with the following prefixes: ACC, AOT, BUS, CPT, and IST.

Graduates of this program are prepared for competitive and profitable careers in a variety of professional administrative and entrepreneurial positions world-wide.

Authorized certification course materials (MOS—Microsoft Office Specialist) are used in a variety of the courses. Graduates are encouraged to obtain their MOS certification.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
AOT 104	Keyboarding & Input Technologies	3	0	3
COL 105	Freshman Seminar	3	0	3
CPT 101	Introduction to Computers	3	0	3
ENG 101	English Composition I	3	0	3
		12	0	12

SPRING SEMESTER

AOT 110	Document Formatting	3	0	3
BUS 130	Business Communications	3	0	3
CPT 174	Microcomputer Spreadsheets	3	0	3
CPT 179	Microcomputer Word Processing	3	0	3
		12	0	12

SUMMER SEMESTER

AOT 180	Customer Service	3	0	3
AOT 251	Administrative Systems and Procedures*	3	0	3
CPT 172	Microcomputer Database	3	0	3
IST 222	Introduction to Webpage Production			
	or			
ACC 101	Accounting Principles I	3	0	3
		12	0	12

** Offered only once per year.*

This program is aligned with the following career cluster: Business, Management & Administration.

Medical Office Administrative Assistant Certificate (MOAA)

38 Semester Hours

The Medical Office Administrative Assistant Certificate program is designed to prepare individuals for entry-level office support in an electronic medical office environment. Students will develop skills in medical office procedures, health information systems management, business document production, effective communication, and customer service. Students may apply courses in the Medical Office Administrative Assistant Certificate toward the Associate Degree in Applied Science with a major in Administrative Office Technology.

The Medical Office Assistant Certificate Program requires at least a grade of “C” in all of the courses offered within the MOAA curriculum for the grade to be counted toward graduation. Specifically, these include courses with the following prefixes: AHS, AOT, BUS, CPT, and HIM.

Graduates of this program are prepared for competitive careers in a variety of administrative office positions.

Authorized certification course materials (MOS—Microsoft Office Specialist) are used in a variety of the courses. Graduates are encouraged to obtain their MOS certification.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
AHS 102	Medical Terminology	3	0	3
AOT 104	Keyboarding & Input Technologies	3	0	3
COL 105	Freshman Seminar	3	0	3
CPT 101	Introduction to Computers	3	0	3
ENG 101	English Composition I	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

SPRING SEMESTER

ACC 101	Accounting Principles I	3	0	3
AOT 110	Document Formatting	3	0	3
BUS 130	Business Communications	3	0	3
HIM 110	Health Information Science I**	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

SUMMER SEMESTER

AOT 180	Customer Service	3	0	3
AOT 212	Medical Document Production*	3	0	3
CPT 172	Microcomputer Database			
	or			
CPT 174	Microcomputer Spreadsheets	3	0	3
HIM 115	Medical Records and the Law**	<u>2</u>	<u>0</u>	<u>2</u>
		11	0	11

* Offered only once per year.

** Student must see their MOAA Advisor before registering for course.

This program is aligned with the following career cluster: Business, Management & Administration.

Microsoft Office Applications Specialist Certificate (MOAS) 21 Semester Hours

**Microsoft Office Applications Specialist can be obtained completely ONLINE
through selection of appropriate classes.**

The Microsoft Office Applications Specialist Certificate is designed to prepare individuals for employment in an office environment with specialized skills in word processing, spreadsheets, and database applications.

The Microsoft Office Applications Specialist Certificate Program requires at least a grade of “C” in all of the courses offered within the MOAS curriculum for the grade to be counted toward graduation. Specifically, these include courses with the following prefixes: ACC, AOT, CPT, IST, and MKT.

Graduates of this program will have acquired increased skills in targeted office applications.

Authorized certification course materials (MOS—Microsoft Office Specialist) are used in the courses and graduates are encouraged to obtain their MOS certification.

The certificate can be completed completely online and graduates may apply the coursework towards the Associate Degree in Administrative Office Technology.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
AOT 104	Keyboarding & Input Technologies	3	0	3
COL 105	Freshman Seminar	3	0	3
CPT 101	Introduction to Computers	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

SPRING SEMESTER

CPT 174	Microcomputer Spreadsheets	3	0	3
CPT 179	Microcomputer Word Processing	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

SUMMER SEMESTER

CPT 172	Microcomputer Database	3	0	3
—	Departmental Approved Elective	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

Departmental Approved Elective:

ACC 101	Accounting Principles I (3)
AOT 110	Document Formatting (3)
AOT 251	Administrative Systems and Procedures (3)
AOT 256	Office Management Skills (3)
IST 110	Introduction to Cyberspace and Cybersecurity (3)
IST 222	Introduction to Webpage Production (3)
MKT 101	Marketing (3)

This program is aligned with the following career cluster: Business, Management & Administration.

Advanced Manufacturing and Engineering Technology Programs

Drug Testing Policy

Central Carolina Technical College and the Industrial and Engineering Division students are strictly prohibited from being under the influence of alcohol or any drug/medication, which alters behavior, or appearance of capability while engaged in any portion of their formal educational experience. Students are subject to drug testing at times, in which student actions constitute reasonable suspicion. Factors, which may indicate reasonable suspicion for drug testing, include but are not limited to:

- Contributing to a lab accident
- Possession of drug paraphernalia
- Unexplained abnormal or erratic behavior
- Observance of drug or alcohol use
- Other behavior that gives reasonable suspicion

Students who display reasonable suspicion will immediately be removed from education experience and required to submit to an immediate drug screening. Students will be given a timeframe by which they must arrive at the testing center. If a student is late arriving, the test will not be performed and the student will be considered positive.

Student that test positive will be removed from the program of study for 12 months.

Major in General Technology (GNTC)
Associate Degree in Applied Science
60-84 Semester Hours

The General Technology Associate Degree program is intended for students who find it necessary to design a program to meet specific individual needs. It is to be used sparingly and should not be used in lieu of an approved major. To enroll in the General Technology program, the student must meet with an assigned advisor to determine a curriculum plan. Acceptance into the program must be approved by the appropriate department chair.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

General Education Core Courses - Minimum of 15 Credit Hours

(See Graduation/Program Completion Requirements in the General Information Section)

Primary Technical Specialty Courses - Minimum of 21 Credit Hours

Secondary Technical Specialty Courses - Minimum of 12 Credit Hours

Additional Technical Courses - Minimum of 12 Credit Hours

Major in General Technology (GNTC)
Associate Degree in Applied Science
Secondary Technical Specialty in Fire Science
60 Semester Hours

Central Carolina Technical College will award exemption credit for Certification Training from the National Fire Academy or the South Carolina Fire Academy. Up to 24 hours of exemption credit will awarded based on the criteria set forth by the South Carolina Technical College System. Exemption credit will be applied toward the Associate in Applied Science Major in General Technology after the first semester of successful college course work and used to satisfy the Secondary Technical Specialty and Additional Technical Course requirements. The other coursework necessary to complete the associate degree will be determined by the advisor in consultation with the student and defined in an individual Student Program Plan.

Automotive Technology Certificate (AUTC)

39 Semester Hours

The Automotive Technology Certificate is designed to provide technology specific training in a combination of classroom and lab settings to prepare graduates for entry-level jobs in the field of automotive engine repair; drive train repair; and brake, suspension, and steering diagnosis. Job opportunities include apprentice technician, auto technician, parts specialist, specialty technician, and service manager. Job placement opportunities are excellent.

The Automotive Technology Certificate is accredited by the National Automotive Technicians Education Foundation (NATEF).

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program.

FALL SEMESTER (Engine Repair)

	Class	Lab	Credit
AUT 102 Engine Repair	1	9	4
AUT 104 Engine Rebuilding	2	9	5
COL 105 Freshman Seminar	<u>3</u>	<u>0</u>	<u>3</u>
	6	18	12

SPRING SEMESTER (Brakes, Suspension, Steering Repair)

AUT 111 Brakes	2	3	3
AUT 112 Brake Systems	2	6	4
AUT 122 Suspension and Alignment	2	6	4
AUT 221 Suspension and Steering Diagnosis	<u>2</u>	<u>3</u>	<u>3</u>
	8	18	14

SUMMER SEMESTER (Drive Train Repair)

AUT 115 Manual Drive Train and Axle	2	3	3
AUT 116 Manual Transmission & Axle	3	3	4
AUT 151 Automotive Transmission/Transaxle	2	3	3
AUT 153 Automotive Transmission Diagnosis	<u>2</u>	<u>3</u>	<u>3</u>
	9	12	13

This program is aligned with the following career cluster: Transportation, Distribution & Logistics.

Automotive Diagnostic Technology Certificate (ADTC)

37 Semester Hours

The Automotive Diagnostic Technology Certificate is designed to provide technology specific training in a combination of classroom and lab settings to prepare graduates for entry-level jobs in the field of automotive electrical systems repair, heating and air conditioning repair, and engine performance, apprentice technician, auto technician, and specialty technician. Job placement opportunities are excellent.

The Automotive Diagnostic Technology Certificate is accredited by the National Automotive Technicians Education Foundation (NATEF).

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program.

FALL SEMESTER (Electrical Systems Repair)

	Class	Lab	Credit
AUT 131 Electrical Systems	2	3	3
AUT 132 Automotive Electricity	2	6	4
AUT 133 Electrical Fundamentals	2	3	3
COL 105 Freshman Seminar	<u>3</u>	<u>0</u>	<u>3</u>
	9	12	13

SPRING SEMESTER (Engine Performance)

AUT 145 Engine Performance	2	3	3
AUT 245 Advanced Engine Performance	3	6	5
AUT 262 Advanced Automotive Diagnosis and Repair	<u>3</u>	<u>3</u>	<u>4</u>
	8	12	12

SUMMER SEMESTER (Heating and Air Conditioning)

AUT 141 Intro to Heating & Air Conditioning	3	3	4
AUT 241 Automotive Air Conditioning	3	3	4
AUT 242 Electronic Climate Control	<u>3</u>	<u>3</u>	<u>4</u>
	9	9	12

This program is aligned with the following career cluster: Transportation, Distribution & Logistics.

Basic Air Conditioning and Heating Certificate (BACH)

42 Semester Hours

The Basic Air Conditioning and Heating Certificate program prepares graduates for numerous careers in the HVAC/R field. Job opportunities in heating, air conditioning, and refrigeration include these fields: sales, installation, service technician, maintenance and repair, and operations. Instruction includes both theory and practical work in refrigeration and air conditioning principles, calculations, the study of electrical machinery, and various related service courses, including domestic refrigeration and refrigeration piping installation.

The heating and air conditioning industry is rapidly becoming one of the largest in the country. Air conditioning is a must for homes, offices, hotels, theaters, and industrial plants. New applications of air conditioning and refrigeration theory are announced daily.

This program is available during the day and evening; however, a different course sequence and additional time may be required to complete this program in the evening.

The Basic Air Conditioning and Heating Certificate is accredited by HVAC/Excellence.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

DAY PROGRAM

FALL SEMESTER

	Class	Lab	Credit
ACR 102 Tools and Service Techniques	2	3	3
ACR 106 Basic Electricity for HVAC/R	3	3	4
ACR 109 Tools and Service Techniques II	1	3	2
ACR 110 Heating Fundamentals	3	3	4
COL 105 Freshman Seminar	3	0	3
	12	12	16

SPRING SEMESTER

ACR 120 Basic Air Conditioning	3	3	4
ACR 140 Automatic Controls	2	3	3
ACR 175 EPA 608 Certification Preparation	1	0	1
ACR 224 Codes and Ordinances	2	0	2
ACR 250 Duct Fabrication	1	6	3
	9	12	13

SUMMER SEMESTER

ACR 130 Domestic Refrigeration	3	3	4
ACR 210 Heat Pumps	3	3	4
ACR 252 Special Topics in Air Conditioning and Heating	1	3	2
CPT 101 Introduction to Computers	3	0	3
	10	9	13

EVENING PROGRAM

FALL SEMESTER

	Class	Lab	Credit
ACR 102 Tools and Service Techniques	2	3	3
ACR 106 Basic Electricity for HVAC/R	3	3	4
COL 105 Freshman Seminar	3	0	3
	8	6	10

SPRING SEMESTER

ACR 109 Tools and Service Techniques II	1	3	2
ACR 120 Basic Air Conditioning	3	3	4
ACR 140 Automatic Controls	2	3	3
	6	9	9

SUMMER SEMESTER

ACR 210	Heat Pumps	3	3	4
ACR 250	Duct Fabrication	<u>1</u>	<u>6</u>	<u>3</u>
		4	9	7

FALL SEMESTER

ACR 110	Heating Fundamentals	3	3	4
ACR 175	EPA 608 Certification Preparation	1	0	1
ACR 224	Codes and Ordinances	<u>2</u>	<u>0</u>	<u>2</u>
		6	3	7

SPRING SEMESTER

ACR 130	Domestic Refrigeration	3	3	4
ACR 252	Special Topics in Air Conditioning and Heating	1	3	2
CPT 101	Introductions to Computers	<u>3</u>	<u>0</u>	<u>3</u>
		7	6	9

This program is aligned with the following career cluster: Architecture and Construction.

Advanced Air Conditioning and Heating Certificate (AACH)

25 Semester Hours

Graduates of the Basic Air Conditioning and Heating Certificate program may enroll in the Advanced Air Conditioning and Heating Certificate to further develop their skills. The advanced program includes both theory and practical work in commercial refrigeration and air conditioning principles, calculations, the study of electrical components and programmable controls.

Students must successfully complete the Basic Air Conditioning and Heating Certificate or have departmental approval prior to being admitted into the Advanced Air Conditioning and Heating Certificate.

This program is available during the day.

The Advanced Air Conditioning and Heating Certificate is accredited by HVAC/Excellence.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

	Class	Lab	Credit
ACR 111 Gas Heating Principles	1	6	3
ACR 160 Service Customer Relations	3	0	3
ACR 206 Advanced Electricity for HVAC/R	<u>1</u>	<u>3</u>	<u>2</u>
	5	9	8

SPRING SEMESTER

ACR 131 Commercial Refrigeration	3	3	4
ACR 223 Testing and Balancing	2	3	3
ACR 225 Industrial Air Conditioning	<u>2</u>	<u>3</u>	<u>3</u>
	7	9	10

SUMMER SEMESTER

ACR 201 Troubleshooting and Maintenance	2	3	3
ACR 220 Advanced Air Conditioning	<u>3</u>	<u>3</u>	<u>4</u>
	5	6	7

This program is aligned with the following career cluster: Architecture and Construction.

Basic Machining and CNC Fundamentals Certificate (BCNC)

32 Semester Hours

The Basic Machining and CNC Fundamentals Certificate develop skills in basic machining and computer numerical control (CNC) operations. Because of the fast-growing nature of industrial technology, those who have developed skills in CNC operations are always in demand. CNC operators usually enjoy security as well as good wages. This program teaches the student to take metal and cut, drill, and shape it into useful components. CNC opportunities abound, including the following types of positions: machine shop apprentice, tool room machinist apprentice, maintenance machinist, production machine operator, tool and die apprentice, machinery sales and service, and CNC operator. Students may also earn credentials through NIMS.

The Basic Machining and CNC Fundamentals Certificate is accredited by the National Institute for Metal Working Skills (NIMS).

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
EGT 106	Print Reading and Sketching	3	0	3
MTT 111	Machine Tool Theory and Practice I	3	6	5
MTT 249	Introduction to Cam	<u>3</u>	<u>0</u>	<u>3</u>
		12	6	14

SPRING SEMESTER

MAT 155	Contemporary Mathematics	3	0	3
MTT 112	Machine Tool Theory and Practice II	3	6	5
MTT 252	CNC Setup and Operations	<u>3</u>	<u>3</u>	<u>4</u>
		9	9	12

SUMMER SEMESTER

MTT 253	CNC Programming and Operations	1	6	3
MTT 258	Machine Tool Cam	<u>2</u>	<u>3</u>	<u>3</u>
		3	9	6

This program is aligned with the following career cluster: Manufacturing.

Advanced CNC Programming Certificate (ACNC)

19 Semester Hours

The Advanced CNC Programming Certificate develops skills in advanced machining and computer numerical control (CNC) operations. Because of the fast-growing nature of industrial technology, those who have developed skills in CNC operations are always in demand. CNC operators usually enjoy security as well as good wages. This program teaches the student to take metal and cut, drill, and shape it into useful components. CNC opportunities abound, including the following types of positions: machine shop apprentice, tool room machinist apprentice, maintenance machinist, production machine operator, tool and die apprentice, machinery sales and service, and CNC operator. Students may also earn credentials through NIMS.

The Advanced CNC Programming Certificate is accredited by the National Institute for Metal Working Skills (NIMS).

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
EGT 151	Introduction to CAD	2	3	3
MTT 254	CNC Programming I	2	3	3
MTT 255	CNC Programming II	2	3	3
		6	9	9

SPRING SEMESTER

EGT 152	Fundamentals of CAD	2	3	3
MTT 256	CNC Programming III	2	3	3
MTT 260	Advanced Multi-Axis Programming and Operations I	3	3	4
		7	9	10

This program is aligned with the following career cluster: Manufacturing.

**Major in Engineering Design Technology (ENGD)
Associate Degree in Applied Science
67 Semester Hours**

The Engineering Design Technology Associate Degree in Applied Science program is designed to give students the skills essential for success in the rapidly changing field of engineering design technology. Hands-on experience familiarizes students with computer-aided design (CAD) technology. Students learn to develop technical drawings with an emphasis on working drawings and three dimensional solid modeling as they are applied in industrial, manufacturing, engineering and architectural environments.

Excellent employment opportunities are available for graduates, including positions as engineering technicians, detailers, and CAD technicians.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

ENG 165 Professional Communications (3)
MAT 155 Contemporary Mathematics (3)
SPC 205 Public Speaking (3)
____ Humanities/Fine Arts Elective (3)
____ Social/Behavioral Science Elective (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR

	Class	Lab	Credit
COL 105 Freshman Seminar	3	0	3
CPT 101 Introduction to Computers	3	0	3
EGT 106 Print Reading and Sketching	3	0	3
EGT 151 Introduction to CAD	2	3	3
ENG 165 Professional Communications	<u>3</u>	<u>0</u>	<u>3</u>
	14	3	15

SPRING SEMESTER - FIRST YEAR

EGT 152 Fundamentals of CAD	2	3	3
MAT 155 Contemporary Mathematics	3	0	3
SPC 205 Public Speaking	3	0	3
____ Humanities/Fine Arts Elective	3	0	3
____ Social Sciences Elective	<u>3</u>	<u>0</u>	<u>3</u>
	14	3	15

SUMMER SEMESTER – FIRST YEAR

EGR 170 Engineering Materials	2	3	3
EGR 175 Manufacturing Processes	3	0	3
EGT 130 Geometric Dimensioning & Tolerancing Applications	2	3	3
EGT 156 Intermediate CAD Applications	<u>2</u>	<u>3</u>	<u>3</u>
	9	9	12

FALL SEMESTER – SECOND YEAR

EGR 106 Science and Technology I	4	0	4
EGT 172 Electronic Drafting	1	3	2
EGT 225 Architectural Drawing Applications	3	3	4
EGT 252 Advanced CAD	<u>2</u>	<u>3</u>	<u>3</u>
	10	9	13

SPRING SEMESTER – SECOND YEAR

EGR 194	Statics and Strength of Materials	4	0	4
EGT 105	Basic Civil Drafting	1	3	2
EGT 220	Structural and Piping Applications	3	3	4
EGT 255	Applications of Advanced CAD	<u>1</u>	<u>3</u>	<u>2</u>
		9	9	12

This program is aligned with the following career clusters: Science, Technology, and Engineering & Mathematics.

Mechatronics Fundamentals Certificate (MFTC)

25 Semester Hours

The Mechatronics Fundamentals Technician Certificate program is designed to provide technology specific training in a combination of classroom and lab settings to prepare graduates for entry-level jobs in the mechatronics fields of electricity, mechanical power, hydraulics, pneumatics, and hand and power tool applications.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

	Class	Lab	Credit
COL 105 Freshman Seminar	3	0	3
EEM 111 DC Analysis	2	3	3
IMT 211 Industrial Skills II	2	3	3
IMT 104 Schematics	2	0	2
MAT 155 Contemporary Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
	12	6	14

SPRING SEMESTER

CPT 101 Introduction to Computers	3	0	3
EEM 116 AC Circuits	3	3	4
IMT 131 Hydraulics and Pneumatics	<u>3</u>	<u>3</u>	<u>4</u>
	9	6	11

This program is aligned with the following career cluster: Manufacturing.

Basic Mechatronics Technology Certificate (BMEC)

39 Semester Hours

The Basic Mechatronics Technology Certificate program is designed to provide graduates with the necessary skills and knowledge to perform basic maintenance and repair of industrial equipment with both mechanical and electrical components.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

	Class	Lab	Credit
COL 105 Freshman Seminar	3	0	3
EEM 111 DC Analysis	2	3	3
IMT 104 Schematics	2	0	2
IMT 211 Industrial Skills II	2	3	3
MAT 155 Contemporary Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
	12	6	14

SPRING SEMESTER

EEM 116 AC Circuits	3	3	4
IMT 121 Drive Systems	1	3	2
IMT 131 Hydraulics and Pneumatics	3	3	4
IMT 214 Industrial Wiring	<u>1</u>	<u>6</u>	<u>3</u>
	8	15	13

SUMMER SEMESTER

CPT 101 Introduction to Computers	3	0	3
EEM 251 Programmable Controllers	2	3	3
ELT 108 Electrical Machines	2	3	3
IMT 151 Piping Systems	<u>2</u>	<u>3</u>	<u>3</u>
	9	9	12

This program is aligned with the following career cluster: Manufacturing.

Advanced Mechatronics Technology Certificate (AMEC)

32 Semester Hours

The Advanced Mechatronics Technology Certificate is designed to provide graduates with the necessary skills and knowledge to perform technical troubleshooting of industrial equipment with mechanical, electrical, and electronic components.

Students must successfully complete the Basic Mechatronics Certificate prior to being admitted into the Advanced Mechatronics Certificate.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

	Class	Lab	Credit
EEM 250 Programmable Logic Controllers	3	3	4
EEM 271 Sensors and System Interfacing	1	3	2
IMT 110 Industrial Instrumentation	2	3	3
IMT 161 Mechanical Power Applications	<u>3</u>	<u>3</u>	<u>4</u>
	9	12	13

SPRING SEMESTER

EEM 252 Programmable Controller Applications	2	3	3
ELT 208 Introduction to Robotics	2	3	3
IMT 126 Introduction to Mechanical Installation	1	3	2
IMT 163 Problem-Solving for Mechanical Applications	<u>2</u>	<u>3</u>	<u>3</u>
	7	12	11

SUMMER SEMESTER

IMT 202 Electrical Troubleshooting	3	3	4
IMT 203 Mechanical Troubleshooting	<u>3</u>	<u>3</u>	<u>4</u>
	6	6	8

This program is aligned with the following career cluster: Manufacturing.

Welding Certificate (WELD)

36 Semester Hours

The Welding Certificate program is designed to provide knowledge and skills in the techniques of inert gas, oxyacetylene, electric arc welding, and plasma cutting. Job opportunities include erection welders, shipyard welders, welding shop fabrication, maintenance welders, construction welders, and structural steel welders.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

	Class	Lab	Credit
COL 105 Freshman Seminar	3	0	3
IMT 211 Industrial Skills II	2	3	3
WLD 106 Gas and Arc Welding	3	3	4
WLD 111 Arc Welding I	<u>2</u>	<u>6</u>	<u>4</u>
	10	12	14

SPRING SEMESTER

WLD 103 Print Reading I	1	0	1
WLD 113 Arc Welding II	3	3	4
WLD 132 Inert Gas Welding-Ferrous	3	3	4
WLD 160 Fabrication Welding	<u>2</u>	<u>3</u>	<u>3</u>
	9	9	12

SUMMER SEMESTER

WLD 109 Gas Metal Arc Welding I	2	3	3
WLD 142 Maintenance Welding	2	3	3
WLD 222 Advanced Fabrication Welding	<u>3</u>	<u>3</u>	<u>4</u>
	7	9	10

This program is aligned with the following career clusters: Architecture & Construction and Manufacturing.

Advanced Certificate in Pipe Welding (AWLD)

36 Semester Hours

The Advanced Certificate in Pipe Welding program is designed to take the student who is qualified in structural welding to the next step in the welding industry. Pipe welders are in high demand and require a higher level of expertise to meet industry demands. The Advanced Certificate in Pipe Welding is designed for the student to become proficient in pipe welding using multiple processes. This program will allow the successful student the ability to qualify for more welding jobs and higher paying welding jobs. The successful student will be able to pass welding tests using the shielded metal arc, gas tungsten arc, gas metal arc, flux cored, and combination pipe welds processes. The courses are offered in a hybrid format with both face-to-face hands on lab and online components.

Students must successfully complete the Welding Certificate prior to being admitted into the Advanced Certificate in Pipe Welding program or pass a welding skills examination.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

	Class	Lab	Credit
WLD 154 Pipe Fitting and Welding	3	3	4
WLD 225 Arc Welding – Pipe I	3	3	4
WLD 228 Inert Gas Welding – Pipe I	3	3	4
	9	9	12

SPRING SEMESTER

WLD 140 Weld Testing	0	3	1
WLD 152 Tungsten Arc Welding	3	3	4
WLD 208 Advanced Pipe Welding	2	3	3
WLD 231 Gas Metal Arc/Flux Cored Arc Welding Pipe I	3	3	4
	8	12	12

SUMMER SEMESTER

WLD 112 Stainless Steel Pipe Welding	3	3	4
WLD 117 Specialized Arc Welding	3	3	4
WLD 170 Qualification Welding	3	3	4
	9	9	12

This program is aligned with the following career clusters: Architecture & Construction and Manufacturing.

Associate in Arts • Associate in Science University Transfer Degrees

The University Transfer Programs are specifically designed for students whose goal is a baccalaureate degree. The Associate in Arts and Associate in Science degree programs enable students to complete the first two years of college or university work in an affordable, flexible, close-to-home environment conducive to success. University transfer courses are designed to be accepted at South Carolina public four-year colleges and universities. Some private institutions and out-of-state colleges and universities also accept course work.

With the assistance of an academic advisor at Central Carolina Technical College, students should plan their academic programs to meet the requirements of the college or university to which they desire to transfer. It is strongly recommended that students consult the college/university to which they plan to transfer to ensure that courses taken at Central Carolina Technical College meet the senior institution's requirements for the desired four-year degree.

Students must earn a minimum course grade of "C" in each transfer course in order for it to transfer, unless otherwise specified by the receiving institution.

Students who relocate may request the degree completion option by making application for a "Home Contract." Criteria for approval include the completion of 25 percent of required curriculum courses in residency from Central Carolina Technical College. A one-year completion rate will be imposed. Students should see their advisor who will collaborate with the Registrar.

Associate in Arts - Associate in Science Teacher Education Transfer Track

Central Carolina Technical College is committed to the development of future teachers for South Carolina. If you have a passion for teaching and want to be part of an exciting career that changes lives through education, consider our teacher education transfer track as a way to achieve your goals.

By completing the Associate in Arts (AA) or Associate in Science (AS) degree you will have the foundational courses needed for acceptance into many teacher education program at a four-year college or university.

Central Carolina and the University of South Carolina have a formal agreement that provides a pathway for students to begin at Central Carolina and finish at the University of South Carolina (Columbia) in Early Childhood Education, Elementary Education, or Middle Level Education. A detailed description of this agreement is provided at the college's website and includes the course equivalences accepted by the University of South Carolina.

Other college transfer agreements that target teacher education are currently being formalized and will be publicized on the CCTC website when officially available. The website also lists Central Carolina advisors who may be contacted for information about making teaching a career. If you have a specific four-year institution you wish to transfer to, we highly recommend visiting their website and speaking to an advisor at that institution to determine admission requirements and course transferability.

**Associate in Arts Degree (A.A.)
University Transfer
60 Semester Hours**

**The Associate in Arts Degree can be obtained completely ONLINE
through selection of appropriate classes.**

The Associate in Arts (A.A.) Degree program is designed for students who wish to enter fields related to the arts, humanities, or social sciences. Related areas of emphasis include elementary education, secondary education, business education, physical education, recreation, English, foreign languages, business administration, public administration, geography, history, international studies, law, political science, psychology, counseling, social work, sociology, journalism, speech, and/or theater.

Requirements for specific majors at senior institutions may vary. Therefore, it is the responsibility of students to plan a program of study to meet the requirements of the college to which they expect to transfer. It is strongly recommended that students consult the college/university to which they plan to transfer to ensure that courses taken at Central Carolina Technical College meet the senior institution's requirements for the desired four-year degree. Informed academic advisors are available to assist students.

The length of time required to complete a University Transfer Program is dependent upon the number of courses in which the student enrolls each semester. See Statewide Articulation Agreement: Technical College Courses Transferable to Public Senior Institutions in the General Information section of this catalog. For more information, go to www.sctrac.org.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

College Success – 4 Credit Hours

Required for all students. Recommended to be completed during the student's first semester.

COL 105* Freshman Seminar (3)

COL 110* Information Literacy (1)

General Education Core Requirements - 29 Credit Hours

Communications (Written and Oral) and/or Literature- 9 Credit Hours

Complete ENG 101, ENG 102, and one additional course:

ENG 101 English Composition I (3)

ENG 102 English Composition II (3)

ENG 203 American Literature Survey (3)

ENG 205 English Literature I (3)

ENG 206 English Literature II (3)

ENG 208 World Literature I (3)

ENG 209 World Literature II (3)

ENG 214 Fiction (3)

ENG 236 African American Literature (3)

SPC 205 Public Speaking (3)

History - 3 Credit Hours

Choose one of the following:

HIS 101 Western Civilization to 1689 (3)

HIS 102 Western Civilization Post 1689 (3)

HIS 201 American History: Discovery to 1877 (3)

HIS 202 American History: 1877 to Present (3)

Natural Science - 8 Credit Hours

Note: A sequence in the same science is recommended; however, students planning to obtain an early childhood or elementary education teaching certification should check the science requirements for these certifications from the SC Department of Education or the senior institution they plan to attend.

Choose two from the following:

AST 101 Solar System Astronomy (4)

AST 102 Stellar Astronomy (4)

BIO	101	Biological Science I (4)
BIO	102	Biological Science II (4)
BIO	210	Anatomy and Physiology I (4)
BIO	211	Anatomy and Physiology II (4)
CHM	110	College Chemistry I (4)
CHM	111	College Chemistry II (4)

Social/Behavioral Science - 6 Credit Hours

Choose two from the following:

ANT	101	General Anthropology (3)
ECO	210	Macroeconomics (3)
ECO	211	Microeconomics (3)
GEO	102	World Geography (3)
PSC	201	American Government (3)
PSC	215	State and Local Government (3)
PSY	201	General Psychology (3)
PSY	203	Human Growth and Development (3)
PSY	208	Human Sexuality (3)
PSY	212	Abnormal Psychology (3)
SOC	101	Introduction to Sociology (3)
SOC	102	Marriage and the Family (3)
SOC	206	Social Psychology (3)
SOC	210	Juvenile Delinquency (3)

Mathematics - 3 Credit Hours

Choose one of the following:

MAT	110	College Algebra (3)
MAT	120	Probability and Statistics (3)

Major Courses - 15 Credit Hours

Five major courses totaling 15 semester credit hours are to be chosen. Students cannot use the same course completed to satisfy general education core requirements.

Choose five from the following:

ANT	101	General Anthropology (3)
ART	101	Art History and Appreciation (3)
ART	105	Film as Art (3)
ECO	210	Macroeconomics (3)
ECO	211	Microeconomics (3)
ENG	203	American Literature Survey (3)
ENG	205	English Literature I (3)
ENG	206	English Literature II (3)
ENG	207*	Literature for Children (3)
ENG	208	World Literature I (3)
ENG	209	World Literature II (3)
ENG	214	Fiction (3)
ENG	220*	20th and 21st Century Literature (3)
ENG	228*	Studies in Film Genre (3)
ENG	236	African American Literature (3)
GEO	102	World Geography (3)
HIS	101	Western Civilization to 1689 (3)
HIS	102	Western Civilization Post 1689 (3)
HIS	122*	History, Technology, and Society (3)
HIS	131*	African American History, 1877 - Present (3)
HIS	201	American History: Discovery to 1877 (3)
HIS	202	American History: 1877 to Present (3)
HIS	222*	Global Women's History (3)
MUS	105	Music Appreciation (3)
PHI	101	Introduction to Philosophy (3)
PHI	110	Ethics (3)
PSC	201	American Government (3)
PSC	215	State and Local Government (3)
PSY	201	General Psychology (3)
PSY	203	Human Growth and Development (3)

PSY	208	Human Sexuality (3)
PSY	212	Abnormal Psychology (3)
REL	101*	Introduction to Religion (3)
SOC	101	Introduction to Sociology (3)
SOC	102	Marriage and the Family (3)
SOC	206	Social Psychology (3)
SOC	210	Juvenile Delinquency (3)
SPA	101	Elementary Spanish I (4)
SPA	102	Elementary Spanish II (4)
SPC	205	Public Speaking (3)
THE	101	Introduction to Theatre (3)

Approved Electives - 12 Credit Hours

Approved electives: Twelve (12) hours are to be chosen by students under the guidance of their faculty advisor in order to adapt the program to their transfer objectives. Eligible courses must be numbered 101 or above, and students should check the transferability of courses chosen with the senior institution they plan to attend. Approved electives should be transferable. **CPT 102, MAT 101, and MAT 102, and MAT 155 may NOT be used as approved electives.**

—	—	Approved Elective (3)
—	—	Approved Elective (3)
—	—	Approved Elective (3)
—	—	Approved Elective (3)

**Not included on the CHE statewide articulation of transfer courses. May be accepted at some institutions for transfer.*

This program is aligned with the following career cluster: General.

**Associate in Science Degree (A.S.)
University Transfer
60 Semester Hours**

**The Associate in Science Degree can be obtained completely ONLINE
through selection of appropriate classes.**

The Associate in Science (A.S.) Degree program emphasizes mathematics and natural and physical sciences and is designed for students who wish to enter fields related to mathematics or sciences. Areas of emphasis include secondary education, and/or professional areas of health, medicine, engineering, business, and computer science.

Requirements for specific majors at senior institutions may vary. Therefore, it is the responsibility of students to plan a program of study to meet the requirements of the college to which they expect to transfer. It is strongly recommended students consult the college/university to which they plan to transfer to ensure that courses taken at Central Carolina Technical College meet the senior institution's requirements for the desired four-year degree. Informed academic advisors are available to assist students.

The length of time required to complete a University Transfer Program is dependent upon the number of courses in which the student enrolls each semester. See Statewide Articulation Agreement: Technical College Courses Transferrable to Public Senior Institutions in the General Information section of this catalog. For more information, go to: www.sctrac.org.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

College Success – 4 Credit Hours

Required for all students. Recommended to be completed during the student's first semester.

- COL 105* Freshman Seminar (3)
- COL 110* Information Literacy (1)

General Education Core Requirements - 35 Credit Hours

Communications (Written and Oral) and/or Literature - 9 Credit Hours

Complete ENG 101, ENG 102, and one additional course:

- ENG 101 English Composition I (3)
- ENG 102 English Composition II (3)
- ENG 203 American Literature Survey (3)
- ENG 205 English Literature I (3)
- ENG 206 English Literature II (3)
- ENG 208 World Literature I (3)
- ENG 209 World Literature II (3)
- ENG 214 Fiction (3)
- ENG 236 African American Literature (3)
- SPC 205 Public Speaking (3)

Humanities/Fine Arts - 6 Credit Hours

Choose from the following:

- ART 101 Art History and Appreciation (3)
- ART 105 Film as Art (3)
- ENG 203 American Literature Survey (3)
- ENG 205 English Literature I (3)
- ENG 206 English Literature II (3)
- ENG 207* Literature for Children (3)
- ENG 208 World Literature I (3)
- ENG 209 World Literature II (3)
- ENG 214 Fiction (3)
- ENG 220* 20th and 21st Century Literature (3)
- ENG 228* Studies in Film Genre (3)
- ENG 236 African American Literature (3)
- HIS 101 Western Civilization to 1689 (3)
- HIS 102 Western Civilization Post 1689 (3)

HIS	122*	History, Technology, and Society (3)
HIS	131*	African American History, 1877 – Present (3)
HIS	201	American History: Discovery to 1877 (3)
HIS	202	American History: 1877 to Present (3)
HIS	222*	Global Women's History (3)
MUS	105	Music Appreciation (3)
PHI	101	Introduction to Philosophy (3)
PHI	110	Ethics (3)
REL	101*	Introduction to Religion (3)
THE	101	Introduction to Theatre (3)

Social/Behavioral Science - 6 Credit Hours

Choose from the following:

ANT	101	General Anthropology (3)
ECO	210	Macroeconomics (3)
ECO	211	Microeconomics (3)
GEO	102	World Geography (3)
PSC	201	American Government (3)
PSC	215	State and Local Government (3)
PSY	201	General Psychology (3)
PSY	203	Human Growth and Development (3)
PSY	208	Human Sexuality (3)
PSY	212	Abnormal Psychology (3)
SOC	101	Introduction to Sociology (3)
SOC	102	Marriage and the Family (3)
SOC	206	Social Psychology (3)
SOC	210	Juvenile Delinquency (3)

Mathematics - 6 Credit Hours

MAT	110	College Algebra (3)
MAT	120	Probability and Statistics (3)

Lab Science I and II Sequence - 8 Credit Hours

Choose one of the following Lab Science sequences:

AST	101	Solar System Astronomy (4)	&	AST	102	Stellar Astronomy (4)
BIO	101	Biological Science I (4)	&	BIO	102	Biological Science II (4)
BIO	210	Anatomy and Physiology I (4)	&	BIO	211	Anatomy and Physiology (4)
CHM	110	College Chemistry I (4)	&	CHM	111	College Chemistry II (4)

Major Courses - 15 Credit Hours

Course hours must total 15 or more credit hours to satisfy the major course requirement. A course used to satisfy general education core requirements cannot be used as a major course.

AST	101	Solar System Astronomy (4)
AST	102	Stellar Astronomy (4)
BIO	101	Biological Science I (4)
BIO	102	Biological Science II (4)
BIO	203*	General Genetics (4)
BIO	205*	Ecology (3)
BIO	206*	Ecology Lab (1)
BIO	210	Anatomy and Physiology I (4)
BIO	211	Anatomy and Physiology II (4)
BIO	225	Microbiology (4)
CHM	110	College Chemistry I (4)
CHM	111	College Chemistry II (4)
MAT	111	College Trigonometry (3)
MAT	140	Analytical Geometry and Calculus I (4)
MAT	141	Analytical Geometry and Calculus II (4)

Approved Electives – 6 Credit Hours

*Approved electives: Six (6) credit hours are to be chosen by the students under the guidance of their faculty advisor in order to adapt the program to their transfer objectives. The eligible course must be numbered 101 or above, and students should check the transferability of the course chosen with the senior institution he or she plans to attend. The approved elective should be transferable. **Note: CPT 102, MAT 101, MAT 102, and MAT 155 may not be used as approved electives.***

___ ___ Approved Elective (3)

___ ___ Approved Elective (3)

**Not included on the CHE statewide articulation of transfer courses. May be accepted at some institutions for transfer.*

This program is aligned with the following career cluster: General.

Major in Accounting (ACCT)
Associate Degree in Applied Science
66 Semester Hours

**The Accounting Associate Degree can be obtained completely ONLINE
through selection of appropriate classes.**

The Accounting Associate Degree in Applied Science program prepares students to systematically record, interpret, and present financial data. According to forecasts, accountants are near the top of the list of promising careers for the future. Career opportunities include entry positions such as general accounting, payroll, accounts receivable, and accounts payable. Selected accounting classes are available during the day and evening.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

ECO 210 Macroeconomics (3)
or
ECO 211 Microeconomics (3)
ENG 101 English Composition I (3)
MAT 155 Contemporary Mathematics (3)
SPC 205 Public Speaking (3)
— — Humanities/Fine Arts Elective (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR

FALL SEMESTER - FIRST YEAR			Class	Lab	Credit
ACC 101	Accounting Principles I		3	0	3
COL 105	Freshman Seminar		3	0	3
CPT 101	Introduction to Computers		3	0	3
ENG 101	English Composition I		3	0	3
MAT 155	Contemporary Mathematics		<u>3</u>	<u>0</u>	<u>3</u>
			15	0	15

SPRING SEMESTER - FIRST YEAR

ACC 102	Accounting Principles II	3	0	3
ACC 150	Payroll Accounting	3	0	3
CPT 174	Microcomputer Spreadsheets	3	0	3
MGT 101	Principles of Management	3	0	3
— —	Humanities/Fine Arts Elective*	3	0	3
		15	0	15

SUMMER SEMESTER - FIRST YEAR

ACC 240	Computerized Accounting	3	0	3
ECO 210	Macroeconomics			
	or			
ECO 211	Microeconomics	3	0	3
SPC 205	Public Speaking	3	0	3
		9	0	9

FALL SEMESTER - SECOND YEAR

ACC 124	Individual Tax Procedures	3	0	3
ACC 201	Intermediate Accounting I	3	0	3
ACC 230	Cost Accounting I	3	0	3
BUS 121	Business Law I	3	0	3
MKT 101	Marketing	3	0	3
		15	0	15

SPRING SEMESTER - SECOND YEAR

ACC 245	Accounting Applications	3	0	3
ACC 265	Not-for-Profit Accounting	3	0	3
BAF 201	Principles of Finance	3	0	3
MGT 240	Management Decision Making	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

**Recommend PHI 110 Ethics*

This program is aligned with the following career cluster: Finance.

Accounting Specialist Certificate (ACSP) 27 Semester Hours

Accounting Specialist Certificate can be obtained completely **ONLINE**
through selection of appropriate classes.

The Accounting Specialist Certificate program provides students with a working knowledge of accounts receivable, accounts payable, and general accounting activities. Students may apply the courses taken in the Accounting Specialist Certificate to the Associate Degree in Applied Science with a Major in Accounting.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
ACC 101	Accounting Principles I	3	0	3
ACC 124	Individual Tax Procedures	3	0	3
COL 105	Freshman Seminar	3	0	3
CPT 101	Introduction to Computers	3	0	3
MGT 101	Principles of Management	3	0	3
		15	0	15

SPRING SEMESTER

ACC 102	Accounting Principles II	3	0	3
ACC 150	Payroll Accounting	3	0	3
CPT 174	Microcomputer Spreadsheets	3	0	3
—	Approved Elective	3	0	3
		12	0	12

This program is aligned with the following career cluster: Finance.

**Major in Management (MGNT)
Associate Degree in Applied Science
66 Semester Hours**

**The Management Associate Degree can be obtained completely ONLINE
through selection of appropriate classes.**

The Management Associate Degree in Applied Science program is a study of the art and science of directing a business toward its desired goals. The program develops management, communication, mathematics, and problem-solving skills required in supervisory and leadership positions. In addition, critical business topics such as accounting, economics, finance, and information processing technology are introduced.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

ECO 210 Macroeconomics (3)
 or
ECO 211 Microeconomics (3)
ENG 101 English Composition I (3)
 or
ENG 165 Professional Communications (3)
MAT 101 Beginning Algebra (3)
SPC 205 Public Speaking (3)
— — Humanities/Fine Arts Elective (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
CPT 101	Introduction to Computers	3	0	3
ENG 101	English Composition I			
	or			
ENG 165	Professional Communications	3	0	3
MAT 101	Beginning Algebra	3	0	3
MGT 101	Principles of Management			
	or			
BUS 101	Introduction to Business	3	0	3
		15	0	15

SPRING SEMESTER - FIRST YEAR

BUS 121	Business Law I	3	0	3
IDS 201	Leadership Development	3	0	3
MKT 101	Marketing	3	0	3
BUS 110	Entrepreneurship	3	0	3
— —	Departmental Approved Elective	3	0	3
		15	0	15

SUMMER SEMESTER - FIRST YEAR

MKT 135	Customer Service Techniques	3	0	3
QAT 103	Quality Management	3	0	3
SPC 205	Public Speaking	3	0	3
		9	0	9

FALL SEMESTER - SECOND YEAR

ACC 101	Accounting Principles I	3	0	3
ECO 210	Macroeconomics			
	or			
ECO 211	Microeconomics	3	0	3

MGT 121	Small Business Operations	3	0	3
MGT 201	Human Resources Management	3	0	3
_____	Departmental Approved Elective	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

SPRING SEMESTER - SECOND YEAR

BAF 201	Principles of Finance	3	0	3
MGT 240	Management Decision Making	3	0	3
MGT 245	Decision Support Systems	3	0	3
_____	Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

Departmental Approved Electives - Choose 6 Credit Hours from the following:

ACC 102	Accounting Principles II (3)
ACC 240	Computerized Accounting (3)
AOT 104	Keyboarding and Input Technologies (3)
BUS 101	Introduction to Business (3)
BUS 128	Employment Law (3)
BUS 136	Compensation and Benefits Analysis (3)
BUS 210	Introduction to E-Commerce in Business (3)
BUS 250	Introduction to International Business (3)
BUS 268	Special Projects in Business (3)
CPT 174	Microcomputer Spreadsheets (3)
ECO 210	Macroeconomics (3)
ECO 211	Microeconomics (3)
LOG 110	Introduction to Logistics (3)
LOG 111	Warehouse and Distribution Center Operations (3)
LOG 125	Transportation Logistics (3)
LOG 215	Supply Chain Management (3)
MAT 120	Probability and Statistics (3)
MGT 101	Principles of Management (3)
MGT 150	Fundamentals of Supervision (3)
MGT 210	Employee Selection and Retention (3)
MKT 110	Retailing (3)
MKT 140	E-Marketing (3)
MKT 221	Sales Strategies (3)
MKT 245	Promotional Strategies (3)
MMT 101	Introduction to Materials Management (3)
MMT 110	Inventory Management (3)

**Recommend PHI 110 Ethics*

This program is aligned with the following career cluster: Business, Management & Administration.

Entrepreneurship/Small Business Management Certificate (ESBM)

30 Semester Hours

Entrepreneurship/Small Business Management Certificate can be obtained completely ONLINE through selection of appropriate classes.

The Entrepreneurship/Small Business Management Certificate program is designed to provide a foundation for those seeking to start, build or manage their own business. The program introduces students to a variety of topics, such as assessing organizational strategies and practices, developing a business idea and plan, applying sound management principles to real-life business situations, and understanding key functions such as business law, customer service, e-commerce, small business operations and quality. Students will work on their own business plan and will be connected with coaches who can help with individual problems and next steps in their business development process.

Students may apply courses in the Entrepreneurship/Small Business Management Certificate toward the Associate Degree in Applied Science with a major in Management.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental course may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

This program requires that CPT 102 (Basic Computer Concepts) must be successfully completed prior to entry in the program or placement into CPT 101 (Introduction to Computers).

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

FALL SEMESTER			Class	Lab	Credit
ACC	101	Accounting Principles I	3	0	3
BUS	101	Introduction to Business	3	0	3
BUS	121	Business Law I	3	0	3
COL	105	Freshman Seminar	<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12

SPRING SEMESTER

BUS 110	Entrepreneurship	3	0	3
MGT 121	Small Business Operations	3	0	3
MGT 245	Decision Support Systems	3	0	3
— —	Marketing Approved Elective	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

SUMMER SEMESTER

IDS 201	Leadership Development	3	0	3
MKT 135	Customer Service Techniques	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

Students should plan ahead for these courses as they are not offered every semester.

Marketing Approved Electives: BUS 210, MKT 101, MKT 110, MKT 140, MKT 221, and MKT 245.

This program is aligned with the following career cluster: Business, Management & Administration.

Human Resource Specialist Certificate (HRSC)

24 Semester Hours

Human Resource Specialist Certificate can be obtained completely **ONLINE** through selection of appropriate classes.

The Human Resource Specialist Certificate program is designed to provide fundamental knowledge and entry-level skills necessary for a generalist in human resources. The certificate is designed as a first step to the Management Associate Degree, as a credential for those seeking a first job in human resources where a degree is not required, or as a complement to those working in the human resources field who have no prior background in the discipline. The program offers a broad foundation of knowledge about organizations and how they operate as well as a basic understanding and introduction to key human resources-related tasks. The program introduces students to a variety of topics, such as an overview of the many functions of human resources, principles of management and leadership, employment law, compensation and benefits, and employee selection and retention. Students may apply courses in the Human Resource Specialist Certificate toward the Associate Degree in Applied Science with a major in Management.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

This program requires that CPT 102 (Basic Computer Concepts) must be successfully completed prior to entry in the program or placement into CPT 101 (Introduction to Computers).

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

FALL SEMESTER			Class	Lab	Credit
COL 105	Freshman Seminar		3	0	3
MGT 201	Human Resource Management		3	0	3
MGT 210	Employee Selection and Retention		3	0	3
MKT 135	Customer Service Techniques		<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12

SPRING SEMESTER

BUS	101	Introduction to Business	3	0	3
BUS	128	Employment Law	3	0	3
BUS	136	Compensation and Benefits Analysis	3	0	3
IDS	201	Leadership Development	<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12

This program is aligned with the following career cluster: Business, Management & Administration.

Logistics and Supply Chain Management Certificate (LSCM) 24 Semester Hours

Logistics and Supply Chain Management Certificate can be obtained completely **ONLINE**
through selection of appropriate classes.

The Logistics and Supply Chain Management Certificate program is designed to provide basic understanding and skills in the fields of materials management and transportation for students interested in distribution, transportation operations, warehousing and materials, and inventory management for both manufacturing and non-manufacturing operations. Some professional certifications in logistics and materials management can be applied to applicable courses in this certification with approval.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

The program requires that CPT 102 (Basic Computer Concepts) must be successfully completed prior to entry in the program or placement into CPT 101 (Introduction to Computers).

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
CPT 101	Introduction to Computers	3	0	3
LOG 110	Introduction to Logistics	3	0	3
MMT 101	Introduction to Materials Management	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

SPRING SEMESTER

LOG 111	Warehouse and Distribution Center Operations	3	0	3
LOG 125	Transportation Logistics	3	0	3
LOG 215	Supply Chain Management	3	0	3
MMT 110	Inventory Management	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

This program is aligned with the following career cluster: Business, Management & Administration.

Marketing and Sales for Small Business Certificate (MSSB) 24 Semester Hours

Marketing and Sales for Small Business Certificate can be obtained completely ONLINE through selection of appropriate classes.

The Marketing and Sales for Small Business Certificate program is designed to provide fundamental knowledge of a wide variety of sales and marketing techniques for small businesses, start-ups, retail sales, and non-profit organizations who lack a centralized marketing strategy. The certificate focuses on online marketing and promotional strategies and web design as well as face-to-face sales and customer techniques. Students will learn to understand the customer journey to best apply effective marketing and sales techniques. Upon completion of this certificate, students will be able to develop and implement a comprehensive marketing strategy and learn to work with professional advertisers to create brand, message and image.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

The program requires that CPT 102 (Basic Computer Concepts) must be successfully completed prior to entry in the program or placement into CPT 101 (Introduction to Computers).

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
MKT 101	Marketing	3	0	3
MKT 110	Retailing	3	0	3
MKT 221	Sales Strategies	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

SPRING SEMESTER

BUS 210	Introduction to E-Commerce in Business	3	0	3
MKT 135	Customer Service Techniques	3	0	3
MKT 140	E-Marketing	3	0	3
MKT 245	Promotional Strategies	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

This program is aligned with the following career cluster: Business, Management & Administration.

Office Management Certificate (OMTC)

33 Semester Hours

Office Management Certificate can be obtained completely **ONLINE** through selection of appropriate classes.

The Office Management Certificate is designed to provide fundamental knowledge and skills in a wide variety of office management and administration applications to run a one-person or small office or department. The certificate offers a broad foundation of knowledge about organizations and how they operate and includes technical skills in accounting, payroll, supervision, human resources, computer technology, and professional communications to ensure graduates are able to manage all administrative functions to supplement on-the-job knowledge about the particular business or organization.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. These developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

The program requires that CPT 102 (Basic Computer Concepts) must be successfully completed prior to entry in the program or placement into CPT 101 (Introduction to Computers).

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

FALL SEMESTER			Class	Lab	Credit
ACC	101	Accounting Principles I	3	0	3
BUS	101	Introduction to Business	3	0	3
BUS	121	Business Law I	3	0	3
COL	105	Freshman Seminar	<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12

SPRING SEMESTER

BUS 130	Business Communications			
	or			
ENG 165	Professional Communications	3	0	3
MGT 150	Fundamentals of Supervision	3	0	3
MGT 201	Human Resource Management	3	0	3
MGT 245	Decision Support Systems	3	0	3
		12	0	12

SUMMER SEMESTER

AOT 104	Keyboarding and Input Technologies	3	0	3
ACC 240	Computerized Accounting	3	0	3
MKT 135	Customer Service Techniques	3	0	3
		9	0	9

This program is aligned with the following career cluster: Business, Management & Administration.

Supervision and Leadership Foundations Certificate (SLFC) 27 Semester Hours

Supervision and Leadership Foundations Certificate can be obtained completely **ONLINE**
through selection of appropriate classes.

The Supervision and Leadership Foundations Certificate program is designed to provide fundamental knowledge and entry-level skills necessary for careers in supervision, management and general business. The certificate is designed for those seeking a first job where a degree is not required, as an enhancement to current job responsibilities or for those in a technical career field seeking general business skills. The program offers a broad foundation of knowledge about organizations and how they operate, such as assessing organizational strategies and practices, applying sound management principles to real-life business situations, and understanding key functions such as business law, human resources, customer service, quality and operations management. It is beneficial for those who aspire to supervision and management positions as well as those who want a basic understanding of business principles and practices to enhance effectiveness in any position. Students may apply courses in the Supervision and Leadership Foundations Certificate toward the Associate Degree in Applied Science with a major in Management.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

This program requires that CPT 102 (Basic Computer Concepts) must be successfully completed prior to entry in the program or placement into CPT 101 (Introduction to Computers).

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

FALL SEMESTER			Class	Lab	Credit
ACC 101	Accounting Principles I		3	0	3
COL 105	Freshman Seminar		3	0	3
MGT 101	Principles of Management		3	0	3
MGT 150	Fundamentals of Supervision		3	0	3
MKT 135	Customer Service Techniques		3	0	3
			15	0	15

SPRING SEMESTER

BUS 101	Introduction to Business	3	0	3
BUS 121	Business Law I	3	0	3
IDS 201	Leadership Development	3	0	3
MGT 201	Human Resource Management	3	0	3
		12	0	12

This program is aligned with the following career cluster: Business, Management & Administration.

Major in Computer Technology (CMPT)

Associate Degree in Applied Science

70 Semester Hours

The Computer Technology Associate Degree in Applied Science program provides students with the opportunity to learn the necessary skills to use state-of-the-art computer systems to solve business and information systems related problems. The program focuses on problem-solving and decision-making using microcomputers and associated technology. The curriculum includes two certificate programs consisting of advanced courses in the areas of programming and cybersecurity, and a concentration in networking. These advanced courses allow students to choose a specific career path in the information systems field.

The utilization of popular microcomputer word processing, database, spreadsheet, and specialized software packages is required for successful completion of the microcomputer courses. Programming courses in Visual BASIC, Python, Node. JS, Java, and JavaScript are also included in the curriculum. To complement the language development courses, students must successfully complete studies in operating systems, Internet communications, database design and management, and computer systems management. Upper-level courses in the curriculum include both the theory and hands-on application of data communications technology, local area networks (LANs), programming, web development, and systems analysis and design procedures. Authorized certification course materials (MOS, Network+, A+, MTA, OCA, MCTS, MCITP, and CCNA) are used in a variety of the courses. Students are encouraged to obtain appropriate professional certifications.

Career opportunities include computer operator, hardware/software technician, application programmer, programmer/analyst, network manager, network administrator, applications specialist, web specialist, end-user support technician, information security analyst or help-desk specialist.

The Computer Technology Associate Degree Program requires at least a grade of “C” in all of the courses offered within the CMPT curriculum for the grade to be counted toward graduation. Specifically, these include courses with the following prefixes: CPT and IST.

Certificate Programs and Concentration(s)

Prior to the beginning of the fall semester of their second year of study, students, in consultation with their advisor, should choose a certificate program or concentration as an area of specialization.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

ENG 101	English Composition I (3)
MAT 102	Intermediate Algebra (3)
	or
MAT 110	College Algebra (3)
SPC 205	Public Speaking (3)
— —	Humanities/Fine Arts Elective (3)
— —	Social/Behavioral Science Elective (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
CPT 101	Introduction to Computers	3	0	3
CPT 114	Computers and Programming	3	0	3
CPT 209	Computer Systems Management	3	0	3
MAT 102	Intermediate Algebra			
	or			
MAT 110	College Algebra	3	0	3
		15	0	15

SPRING SEMESTER - FIRST YEAR

CPT	172	Microcomputer Database	3	0	3
CPT	174	Microcomputer Spreadsheets	3	0	3
CPT	176	Microcomputer Operating Systems	3	0	3
CPT	236	Introduction to Java Programming	3	0	3
ENG	101	English Composition I	3	0	3
IST	103	Security Awareness	1	0	1
			16	0	16

SUMMER SEMESTER - FIRST YEAR

CPT	237	Advanced Java Programming	3	0	3
CPT	242	Database	3	0	3
IST	220	Data Communications	3	0	3
IST	222	Introduction to Webpage Production	3	0	3
			12	0	12

FALL SEMESTER - SECOND YEAR

IST	245	Local Area Networks	3	0	3
SPC	205	Public Speaking	3	0	3
—	—	Departmental Approved Elective	3	0	3
—	—	Departmental Approved Elective	3	0	3
—	—	Social/Behavioral Science Elective	3	0	3
			15	0	15

SPRING SEMESTER - SECOND YEAR

CPT	264	Systems and Procedures	3	0	3
—	—	Departmental Approved Elective	3	0	3
—	—	Departmental Approved Elective	3	0	3
—	—	Humanities/Fine Arts Elective	3	0	3
			12	0	12

Departmental Approved Electives**Software Development**

CPT	187	Object-Oriented Logic & Design
CPT	188	Mobile App Development (3)
CPT	238	Internet Scripting (3)

Networking

IST	201	Cisco Internetworking Concepts (3)
IST	202	Cisco Router Configuration (3)
IST	203	Advanced Cisco router Configuration (3)
IST	204	Cisco Troubleshooting (3)
IST	253	LAN Service and Support (3)

Special Topic Courses

CPT	208	Special Topics in Computer Technology (3)
CPT	280	SCWE in Computer Tech I (3)
IST	290	Special Topics in Information Science (3)

Cybersecurity

CPT	282	Information Systems Security (3)
IST	110	Introduction to Cyberspace and Cybersecurity (3)
IST	193	LINUX Security Administration (3)
IST	267	Network Vulnerability Assessment (3)
IST	269	Digital Forensics (3)

Humanities/Fine Arts Electives listed under the General Education Courses in your current catalog.

This program is aligned with the following career cluster: Information Technology.

Computer Specialist Certificate (CMSP)

40 Semester Hours

The Computer Specialist Certificate program is designed to provide entry-level skills necessary for careers in the field of microcomputer operations and support services. The program is offered for individuals seeking to develop or broaden their knowledge of microcomputer software applications, operating systems, programming, data and Internet communications. Students may apply courses in the Computer Specialist Certificate toward the Associate Degree in Applied Science with a major in Computer Technology.

The Computer Specialist Certificate Program requires at least a grade of “C” in all of the courses offered within the CMSP curriculum for the grade to be counted toward graduation. Specifically, these include courses with the following prefixes: CPT and IST.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
CPT 101	Introduction to Computers	3	0	3
CPT 114	Computers and Programming	3	0	3
CPT 209	Computer Systems Management	3	0	3
MAT 102	Intermediate Algebra			
	or			
MAT 110	College Algebra	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

SPRING SEMESTER

CPT 172	Microcomputer Database	3	0	3
CPT 174	Microcomputer Spreadsheet	3	0	3
CPT 176	Microcomputer Operating Systems	3	0	3
CPT 236	Intro to Java Programming	3	0	3
ENG 101	English Composition I	3	0	3
IST 103	Security Awareness	<u>1</u>	<u>0</u>	<u>1</u>
		16	0	16

SUMMER SEMESTER

CPT 237	Advanced Java Programming	3	0	3
CPT 242	Database			
	or			
IST 220	Data Communications	3	0	3
IST 222	Introduction to Webpage Production	<u>3</u>	<u>0</u>	<u>3</u>
		9	0	9

This program is aligned with the following career cluster: Information Technology.

Cybersecurity Certificate (CYBR)

34 Semester Hours

Cybersecurity Certificate can be obtained completely **ONLINE**
through selection of appropriate classes.

The Cybersecurity Certificate program is designed to provide fundamental knowledge and entry-level skills necessary for careers in the field of cybersecurity and computer support services. The program is offered for individuals seeking to develop or broaden their knowledge of cyber information and network security. The program introduces students to a variety of topics, such as assessing the security needs of computer and network systems, various computer and network safeguarding solutions, and managing the implementation and maintenance of security devices, systems, procedures and countermeasures. Students may apply courses in the Cybersecurity Certificate toward the Associate Degree in Applied Science with a major in Computer Technology.

The Cybersecurity Certificate Program requires at least a grade of “C” in all of the courses offered within the CYBR curriculum for the grade to be counted toward graduation. Specifically, these include courses with the following prefixes: CPT and IST.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

FALL SEMESTER			Class	Lab	Credit
COL	105	Freshman Seminar	3	0	3
CPT	101	Introduction to Computers	3	0	3
CPT	176	Microcomputer Operating Systems	3	0	3
CPT	209	Computer Systems Management	3	0	3
IST	110	Introduction to Cyberspace and Cybersecurity	<u>3</u>	<u>0</u>	<u>3</u>
			15	0	15

SPRING SEMESTER

CPT	282	Information Systems Security	3	0	3
IST	193	LINUX Security Administration	3	0	3
IST	267	Network Vulnerability Assessment	3	0	3
IST	269	Digital Forensics	<u>3</u>	<u>0</u>	<u>3</u>
			12	3	12

SUMMER SEMESTER

IST	220	Data Communications	3	0	3
IST	285	Cybersecurity Capstone	<u>3</u>	<u>3</u>	<u>4</u>
			6	3	7

This program is aligned with the following career cluster: Information Technology.

Police Pre-Academy Training Certificate (PPAT) 12 Semester Hours

The Police Pre-Academy Training Certificate is for individuals who seek to become employed as a law enforcement officer in South Carolina and become Class-1 Certified Law Enforcement Officers (LEO) through the South Carolina Criminal Justice Academy (SCCJA) and the Law Enforcement Training Council (LETC) pursuant to South Carolina Code of Laws Chapter 23.

Program Entry Requirements

- Must be a U.S. Citizen.
- Must be a high school graduate or have an equivalency.
- Must successfully pass a criminal background check.
- Must be at least 20 years of age to enter program.

Following is a list of courses required to complete this program. Courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

	Class	Lab	Credit
CRJ 281 Police Science I	3	0	3
CRJ 282 Police Science II	3	0	3
	<hr/>	<hr/>	<hr/>
	6	0	6

SPRING SEMESTER

CRJ 283 Police Science III	3	0	3
CRJ 284 Police Science IV	3	0	3
	<hr/>	<hr/>	<hr/>
	6	0	6

This program is aligned with the following career cluster: Law, Public Service, and Corrections & Security.

Major in Criminal Justice Technology (CRJS)
Associate Degree in Applied Science
63/64 Semester Hours

The Criminal Justice Technology Associate Degree in Applied Science program seeks to develop an understanding of the causes and the prevention of crime, impacts of human behavior, the legal system, and the organization and conduct of criminal justice functions. The curriculum provides essential knowledge of the functions and prevalent problems of criminal justice agencies and the organizational, legal, and social context within which they operate. The program meets the needs of in-service students who seek to improve their professional qualifications and of those students who are preparing for employment with criminal justice agencies.

Career opportunities include employment with municipal, county, and state law enforcement agencies and court systems; industrial/retail security; social service agencies; juvenile justice; and correctional agencies. In addition, Central Carolina Criminal Justice Technology courses may be used for recertification credit with the South Carolina Criminal Justice Academy.

Courses in this program are offered during the day, evening, and through distance learning. Once admitted, students must earn a grade of "C" or higher in each major course.

Specific/Special Admission Information

Students should be aware that many positions in the Criminal Justice field require no previous criminal convictions (i.e., DUI, bad check convictions, open container convictions, excessive traffic convictions, etc.). A favorable credit history may also be required as a requirement for employment.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

General Education Core Courses - 18/19 Credit Hours

ENG 101 English Composition I (3)
 MAT 110 College Algebra (3)
 or
 MAT 155 Contemporary Mathematics (3)
 PSY 201 General Psychology (3)
 SPC 205 Public Speaking (3)
 ____ ____ Humanities/Fine Arts (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR

FALL SEMESTER - FIRST YEAR			Class	Lab	Credit
COL 105	Freshman Seminar		3	0	3
CPT 101	Introduction to Computers		3	0	3
CRJ 101	Introduction to Criminal Justice		3	0	3
CRJ 115	Criminal Law I		3	0	3
ENG 101	English Composition I		<u>3</u>	<u>0</u>	<u>3</u>
			15	0	15

SPRING SEMESTER - FIRST YEAR

CRJ 120	Constitutional Law	3	0	3
CRJ 125	Criminology	3	0	3
PSY 201	General Psychology	3	0	3
SPC 205	Public Speaking	3	0	3
____	Humanities/Fine Arts Elective	3	0	3
		15	0	15

SUMMER SEMESTER - FIRST YEAR

CRJ 145	Juvenile Delinquency	3	0	3
CRJ 202	Criminalistics	3	0	3
		6	0	6

FALL SEMESTER - SECOND YEAR

CRJ	220	Judicial Process	3	0	3
CRJ	222	Ethics in Criminal Justice	3	0	3
CRJ	224	Police Community Relations	3	0	3
MAT	110	College Algebra			
		or			
MAT	155	Contemporary Mathematics	3	0	3
—	—	Departmental Approved Elective	<u>3/4</u>	<u>0</u>	<u>3/4</u>
			15/16	0	15/16

SPRING SEMESTER - SECOND YEAR

CRJ	236	Criminal Evidence	3	0	3
CRJ	242	Correctional Systems	3	0	3
CRJ	244	Probation, Pardon, and Parole	3	0	3
CRJ	250	Criminal Justice Internship I			
		or			
CRJ	260	Seminar in Criminal Justice	<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12

Departmental Approved Electives

ENG	102	English Composition II (3)
PSC	201	American Government (3)
PSC	215	State and Local Government (3)
SOC	101	Introduction to Sociology (3)
SPA	101	Elementary Spanish I (4)
SPA	105	Conversational Spanish (3)

This program is aligned with the following career cluster: Law, Public Service, and Corrections & Security.

Major in Paralegal (PARA) Associate Degree in Applied Science 66 Semester Hours

The goals of the Paralegal Associate Degree in Applied Science program are to offer a concentrated program of study to:

- Prepare students with the knowledge and skills necessary to be qualified paralegals.
- Prepare students for careers as paralegals working under the direct supervision of attorneys in public and private sectors.
- Prepare students who can perform effectively in a variety of legal settings and who can adapt to the changing legal environment.

A paralegal/legal assistant may not practice law, give advice, or represent clients in a court of law.

The Paralegal Associate Degree program is designed to meet the following objectives:

- Provide students with a general education that includes oral and written communications, computational skills, and an awareness and knowledge of the humanities and social sciences.
- Provide students with knowledge of the roles and functions of a lawyer, the roles and functions of the paralegal, and law practice methods in a variety of settings in which paralegals work.
- Give students an understanding of the court system and the process of civil and criminal litigation.
- Provide students with substantive knowledge in different areas of law practice.
- Prepare students with knowledge and procedures for conducting legal research and preparing legal documents in a minimum of three areas of law practice.
- Provide students with an understanding of the rules of professional conduct governing lawyers and paralegals.
- Provide law office management skills which include computer, legal research, and client interviewing skills.

The Paralegal Associate Degree program is approved by the American Bar Association (ABA) as having met all curriculum requirements necessary for training qualified paralegals.

The Paralegal Associate Degree program requires at least a grade of “C” in ALL legal (LEG prefix) classes to graduate from the program.

Program Specific Residency Requirements

The Associate in Applied Science – Major in Paralegal program requires that at least 50% of the Legal Specialty Courses must be taken at Central Carolina Technical College.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 18 Credit Hours

ENG 101 English Composition I (3)
 ENG 102 English Composition II (3)
 MAT 110 College Algebra (3)
 or
 MAT 155 Contemporary Mathematics (3)
 SPC 205 Public Speaking (3)
 _____ Humanities/Fine Arts Elective (3)
 _____ Social/Behavioral Science Elective (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR

FALL SEMESTER - FIRST YEAR			Class	Lab	Credit
COL 105	Freshman Seminar		3	0	3
CPT 101	Introduction to Computers		3	0	3
ENG 101	English Composition I		3	0	3
LEG 135	Introduction to Law and Ethics*		<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12

SPRING SEMESTER - FIRST YEAR

BUS 121	Business Law I	3	0	3
ENG 102	English Composition II	3	0	3
MAT 110	College Algebra			
	or			
MAT 155	Contemporary Mathematics	3	0	3
— —	Approved Computer Elective	3	0	3
— —	Social/Behavioral Science Elective	3	0	3
		15	0	15

FALL SEMESTER - SECOND YEAR

LEG 120	Torts*	3	0	3
LEG 132	Legal Bibliography*	3	0	3
LEG 212	Workers' Compensation*	3	0	3
SPC 205	Public Speaking	3	0	3
— —	Department Approved Elective	3	0	3
		15	0	15

SPRING SEMESTER - SECOND YEAR

LEG 201	Civil Litigation I*	3	0	3
LEG 213	Family Law*	3	0	3
LEG 214	Property Law*	3	0	3
LEG 233	Wills, Trusts and Probate*	3	0	3
— —	Humanities/Fine Arts Elective	3	0	3
		15	0	15

SUMMER SEMESTER - SECOND YEAR

ACC 101	Accounting Principles I	3	0	3
LEG 230	Legal Writing*	3	0	3
LEG 232	Law Office Management	3	0	3
	or			
LEG 250	Internship for Legal Assistant/Paralegal*	0	9	3
		9	9	9

*Core Legal Specialty Courses

Departmental Approved Electives

AHS 102	Medical Terminology
AOT 104	Keyboarding and Input Technologies
AOT 180	Customer Service
BUS 130	Business Communications
CPT 172	Microcomputer Database
CPT 174	Microcomputer Spreadsheets
CRJ 220	Judicial Process (recommended)
CRJ 236	Criminal Evidence
SPA 101	Elementary Spanish I (recommended)
SPA 102	Elementary Spanish II
SPA 105	Conversational Spanish

Approved Computer Elective

AOT 104	Keyboarding and Input Technologies
AOT 110	Document Formatting
CPT 179	Microcomputer Word Processing

* Core Legal Specialty Courses

This program is aligned with the following career cluster: Law, Public Service, and Corrections & Security.

Early Care and Education Programs

Early Care and Education Program Requirements

All students enrolling in Early Care and Education programs must meet the following requirements:

- Furnish a copy of High School Diploma or GED Certificate.
- Furnish information and fees (approximately \$110) for background checks and toxicology screenings administered through facilities specified by the College.
 - Social Security Report (address locator)
 - Criminal background check for places of residence for prior seven (7) years
 - Check of the Sexual/Violent Offender Registry
 - Check of any other registry or records required by law, accrediting agency or specific facility.

Note: Any discrepancy on a criminal background check or toxicology screening may disqualify a student from the program.

- Furnish a copy of a current physical exam on the Early Care and Education Department form.
- Purchase and maintain professional liability insurance with the College (approximately \$5 annually).
- Purchase and maintain the school-provided uniform as required by program.
- Provide or arrange own transportation to laboratory sites.
- Furnish equipment as required for specific courses.
- Maintain a minimum 2.0 GPA
- Earn a minimum of "C" in early childhood courses. All Early Childhood courses require a minimum grade of "C" in order to earn credit towards graduation.

Core Performance Standards to Ensure Attainment of Competencies in Early Care and Education Programs

With reasonable accommodations, the student should be able to demonstrate the following abilities:

- Critical thinking ability sufficient for laboratory judgment (e.g., identifies cause-effect relationships in laboratory situations, assesses interactivity on the playground and classroom, etc.)
- Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds (e.g., establishes rapport with families/children and colleagues.)
- Communication abilities sufficient for interaction with others in verbal and written form.
- Physical abilities sufficient to move from room to room and maneuver in small spaces (e.g., moves around in rooms, work spaces, and play areas; administers cardiopulmonary resuscitation procedures; position themselves in the laboratory environment so as to render vital care to children without obstructing the positioning of necessary equipment or other child care workers, etc.)
- Gross and fine motor abilities sufficient to provide safe and effective child care (e.g., uses equipment, etc.)
- Auditory ability sufficient to monitor and assess child care needs (e.g., hears monitor alarm, emergency signals and a range of sounds necessary to assess child status, cries for help.)
- Visual ability sufficient for observation and assessment necessary in child care (e.g., observes child physical condition, etc.)
- Tactile ability sufficient for physical assessment (e.g., performs functions of physical examination and/or those related to therapeutic interventions, i.e., assessing a child's health status.)
- Sufficient stamina to participate in activities requiring large muscle skills including being able to move quickly, (e.g., lift children, equipment, and supplies up to 50 pounds.)
- Emotional stability and psychological health in the interaction with children, families, colleagues, and College personnel.

NOTE: Examples are not all inclusive.

Laboratory classes have prerequisite paperwork, and students enrolled in other programs must contact an Early Care and Education faculty member prior to enrolling in a course with an ECD or EDU prefix. Students are not reimbursed for laboratory expenses while completing the laboratory component of a program.

Major in Early Care and Education (ECED)
Associate Degree in Applied Science
68 Semester Hours

The Early Care and Education Associate Degree in Applied Science program is designed to prepare individuals for employment in a variety of educational and child care programs for children from birth through school age. Recent research and interest in the importance of education of children during the first three years of life has provided for a growing number of new opportunities in the field. Graduates are prepared to assume positions in programs such as Head Start, Early Head Start, public schools, childcare, after-school care, public or private preschools or kindergartens, or working with children with special needs.

Courses in the program are available in a variety of formats.

Students entering this program of study must furnish a copy of High School Diploma or GED Certificate.

The Associate Degree in Applied Science with a major in Early Care and Education does not lead to teacher licensure, but opportunities for transfer to senior colleges and universities are available. The T.E.A.C.H. South Carolina Scholarship program may be available for persons already employed in child care.

The Associate Degree in Applied Science with a Major in Early Care and Education is accredited by The National Association for the Education of Young Children.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

General Education Core Courses - 21 Credit Hours

COL 105 Freshman Seminar (3)
 ENG 101 English Composition I (3)
 ENG 102 English Composition II (3)
 SPC 205 Public Speaking (3)
 PSY 201 General Psychology (3)
 MAT 101 Beginning Algebra (3)
 or
 MAT 102 Intermediate Algebra (3)
 or
 MAT 250 Elementary Mathematics (3)***
 MUS 105 Music Appreciation (3)
 or
 ART 101 Art History and Appreciation (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR

FALL SEMESTER - FIRST YEAR			Class	Lab	Credit
COL 105	Freshman Seminar		3	0	3
ECD 101	Introduction to Early Childhood*		3	0	3
ECD 131	Language Arts		3	0	3
EDU 204	The Young Child: Development, Care, & Education		3	3	4
ENG 101	English Composition I		<u>3</u>	<u>0</u>	<u>3</u>
			15	3	16

SPRING SEMESTER - FIRST YEAR

ECD 105	Guidance -Classroom Management	3	0	3
ECD 107	Exceptional Children	2	3	3
ECD 133	Science and Math Concepts	3	0	3
ECD 203	Growth and Development II	2	3	3
ENG 102	English Composition II	3	0	3
		13	6	15

SUMMER SEMESTER - FIRST YEAR

ECD 132	Creative Experiences	3	0	3
ECD 135	Health, Safety, and Nutrition	3	0	3
EDU 230	Schools and Communities	3	3	4
PSY 201	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		12	3	13

FALL SEMESTER - SECOND YEAR

ECD 108	Family and Community Relations	3	0	3
ECD 237	Methods and Materials	2	3	3
MAT 101	Beginning Algebra			
	or			
MAT 102	Intermediate Algebra			
	or			
MAT 250	Elementary Mathematics***	3	0	3
— —	Departmental Elective	<u>3</u>	<u>0</u>	<u>3</u>
		11	3	12

SPRING SEMESTER - SECOND YEAR

ECD 243	Supervised Field Experience I			
	or			
ECD 251	Supervised Field Experience in Infant/Toddler Environment	1	6	3
MUS 105	Music Appreciation			
	or			
ART 101	Art History and Appreciation	3	0	3
SPC 205	Public Speaking	3	0	3
— —	Departmental Elective	<u>3</u>	<u>0</u>	<u>3</u>
		10	6	12

Departmental Electives - Choose 6 Credit Hours from the following:

BIO 101	Biological Science I (4)
CPT 101	Introduction to Computers (3)
ECD 109	Administration and Supervision (3)
ECD 200	Curriculum Issues in Infant and Toddler Development (3)
ECD 201	Principles of Ethics and Leadership (3)
ECD 205	Socialization and Group Care of Infants and Toddlers (3)
ECD 207	Inclusive Care for Infants and Toddlers (3)
EDU 102	Professional Preparation for Education Careers (3)***
EDU 201	Classroom Inquiry with Technology (3)***
EDU 241	Learners & Diversity (4)***
ENG 207	Literature for Children (3)***
HIS 101	Western Civilization to 1689 (3)
HIS 102	Western Civilization Post 1689 (3)
HIS 201	American History: Discovery to 1877 (3)
HIS 202	American History: 1877 to Present (3)
MGT 121	Small Business Operations (3)
REL 101	Introduction to Religion (3)
SAC 101	Best Practices in School-Age and Youth Care Skills (3)**
SOC 101	Introduction to Sociology (3)
SPA 101	Elementary Spanish I (4)
THE 101	Introduction to Theater (3)

Infant-Toddler Certificate Electives

ECD 200
ECD 205
ECD 207

Management Electives

ECD 109
MGT 121

This program is aligned with the following career cluster: Education & Training.

**Required for students to obtain the South Carolina Early Childhood Credential.*

***Required for students to obtain the South Carolina School-Age Credential.*

****Intended for those desiring to transfer.*

Early Childhood Development Certificate (EHC)

31 Semester Hours

The Early Childhood Development Certificate program prepares graduates for employment in educational programs for children from birth to age eight. Individuals will obtain a basic understanding of the developmental needs of young children and will learn how to create a nurturing environment in preschool and after school programs. All courses in the Early Childhood Development Certificate program can be applied toward the Associate Degree in Early Care and Education.

Job opportunities in this area are increasing because more children are attending pre-primary schools than ever before. Job opportunities are available in public and private nursery schools and child care.

Courses in the program are available in a variety of formats.

Students entering this program of study must furnish a copy of High School Diploma or GED Certificate.

The T.E.A.C.H. South Carolina scholarship may be available for students already employed in child care. Students who complete ECD 101, Introduction to Early Childhood may be eligible for the South Carolina Early Childhood Credential.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
ECD 101	Introduction to Early Childhood*	3	0	3
ECD 131	Language Arts	3	0	3
EDU 204	The Young Child: Development, Care, & Education	<u>3</u>	<u>3</u>	<u>4</u>
		12	3	13

SPRING SEMESTER

ECD 105	Guidance-Classroom Management	3	0	3
ECD 107	Exceptional Children	2	3	3
ECD 133	Science and Math Concepts	3	0	3
ECD 203	Growth and Development II	<u>2</u>	<u>3</u>	<u>3</u>
		10	6	12

SUMMER SEMESTER

ECD 132	Creative Experiences	3	0	3
ECD 135	Health, Safety and Nutrition	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

**Required for students to obtain the South Carolina Early Childhood Credential.*

This program is aligned with the following career clusters: Education & Training.

Infant and Toddler Care Certificate (INTC)

27/28 Semester Hours

The Infant and Toddler Certificate program specifically prepares graduates for meeting the specialized needs of children under age three. The individual will obtain a basic understanding of the developmental and care needs of young children and will learn how to create a nurturing environment in infant and toddler programs in order to meet the needs of young children and their families. Special needs and early intervention will also be addressed. All courses in the Infant and Toddler Care Certificate program can be applied toward the Associate Degree in Early Care and Education.

Job opportunities in this area are increasing because large numbers of infants and toddlers are enrolled in child care and federally funded programs. Job opportunities are available in Early Head Start and public and private child care programs.

Courses in the program are available in a variety of formats.

Students entering this program of study must furnish a copy of High School Diploma or GED Certificate.

The T.E.A.C.H. South Carolina scholarship may be available for students already employed in child care. Students who complete ECD 101, Introduction to Early Childhood may be eligible for the South Carolina Early Childhood Credential.

Students who complete the Infant and Toddler Care Certificate may be eligible for the South Carolina Infant-Toddler Credential.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
ECD 101	Introduction to Early Childhood*	3	0	3
ECD 131	Language Arts	3	0	3
ECD 102	Growth and Development I	2	3	3
	or			
EDU 204	The Young Child: Development, Care, & Education	3	3	4
		11/12	3	12/13

SPRING SEMESTER

ECD 200	Curriculum Issues in Infant and Toddler Development	3	0	3
ECD 207	Inclusive Care for Infants and Toddlers	3	0	3
ECD 237	Methods and Materials	2	3	3
		8	3	9

SUMMER SEMESTER

ECD 205	Socialization and Group Care of Infants and Toddlers	3	0	3
ECD 243	Supervised Field Experience I with Infant/Toddler Placement			
	or			
ECD 251	Supervised Field Experience in Infant/Toddler Environment	1	6	3
		4	6	6

**Required for student to obtain the South Carolina Early Childhood Credential.*

This program is aligned with the following career cluster: Education & Training.

Child Care Assistant Certificate (CCAC) 19 Semester Hours

The Child Care Assistant Certificate program specifically prepares graduates for assisting classroom teachers in the care and supervision of children in preschool and child care settings. This certificate meets the skill proficiencies of an Early Childhood Educator Level 1 (ECE 1) designated by the National Association for the Education of Young Children (NAEYC) in the Professional Standards and Competencies for Early Childhood Educators. The ECE I is expected to demonstrate introductory knowledge and application of the standards and competencies. All courses in the Child Care Assistant Certificate program can be applied toward the Associate Degree in Early Care and Education.

Job opportunities are available in assistant positions in child care programs, preschools, Head Start programs, child development centers, after school programs, programs for children with special needs, and self-employment.

The T.E.A.C.H. South Carolina scholarship may be available for students already employed in child care. Students who complete ECD 101, Introduction to Early Childhood may be eligible for the South Carolina Early Childhood Credential.

Courses in the program are available in a variety of formats.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
ECD 101	Introduction to Early Childhood	3	0	3
ECD 131	Language Arts	3	0	3
EDU 204	The Young Child: Development, Care & Education (Birth to 3 years)	<u>3</u>	<u>3</u>	<u>4</u>
		12	3	13
SPRING SEMESTER		Class	Lab	Credit
ECD 105	Guidance and Classroom Management	3	0	3
ECD 203	Growth and Development II	<u>2</u>	<u>3</u>	<u>3</u>
		5	3	6

This program is aligned with the following career cluster: Education & Training.

Major in Environmental Engineering Technology (ENVR)
Associate Degree in Applied Science
60 Semester Hours

Environmental Engineering Technology is a completely ONLINE degree program.

Students in the Environmental Engineering Technology Associate Degree in Applied Science program explore the relationships between the human race and the dynamic environment in which they live. They examine the effects of pollution using applied math and science skills. Students also determine strategies to minimize or prevent waste in order to reduce the impact on the environment. They discuss innovative solutions to environmental issues and determine ways to improve processes and protect people from hazardous and toxic chemicals. Most importantly, students acquire skills and knowledge they can adapt to a variety of environmental, health, and safety career opportunities. Career opportunities include health and safety manager in industry, treatment facility operator in municipalities, engineering technician, laboratory technician in environmental monitoring laboratories, and environmental quality technician for state and federal regulatory agencies.

***This is an online program.** Select General Education courses may also be offered in a traditional format on campus.*

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

ENG 101 English Composition I (3)
or
ENG 165 Professional Communications
MAT 110 College Algebra (3)
or
MAT 155 Contemporary Mathematics (3)
____ ____ Humanities/Fine Arts Elective (3)
____ ____ Social/Behavioral Science Elective (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER – FIRST YEAR

FALL SEMESTER – FIRST YEAR			Class	Lab	Credit
COL 105	Freshman Seminar		3	0	3
CPT 101	Introduction to Computers		3	0	3
EVT 201	Environmental Science		3	0	3
EVT 220	Environmental Biology II		3	0	3
MAT 110	College Algebra				
	or				
MAT 155	Contemporary Mathematics		3	0	3
			15	0	15

SPRING SEMESTER – FIRST YEAR

ENG 101	English Composition I			
	or			
ENG 165	Professional Communications	3	0	3
EVT 251	Health Effects of Hazardous Materials	3	0	3
____ ____	Approved Departmental Elective**	3	0	3
____ ____	Social/Behavioral Science Elective	3	0	3
		12	0	12

SUMMER SEMESTER – FIRST YEAR

EVT 110	Introduction to Treatment Facilities	3	0	3
EVT 253	Occupational Environmental, Safety, & Health Concepts	3	0	3
		6	0	6

FALL SEMESTER – SECOND YEAR

EVT 206	Introduction to Environmental Compliance	3	0	3
EVT 223	Environmental Sampling and Analysis	3	0	3
EVT 254	Industrial Safety and Emergency Response	3	0	3
_____	Approved Departmental Elective**	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

SPRING SEMESTER – SECOND YEAR

EVT 225	Best Management Practices	3	0	3
EVT 255	Solid and Hazardous Waste	3	0	3
EVT 260	Air Pollution Control Systems	3	0	3
_____	Approved Departmental Elective**	<u>3</u>	<u>0</u>	<u>3</u>
_____	Humanities/ Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		15	0	15

This program is aligned with the following career cluster: Science, Technology, Engineering & Mathematics.

**** Approved Electives include EVT 102, EVT 103, EVT 108, EVT 109, and EVT 257. Students should graduate with a workforce development certificate in addition to their A.A.S. Make sure you talk to your advisor.**

Environmental, Health, and Safety Certificate (EHSC) 18 Semester Hours

Environmental, Health, and Safety is a completely **ONLINE** certificate program.

The Environmental, Health, and Safety Certificate program will prepare graduates to evaluate and remediate workplace and environmental hazards in order to promote public health. Graduates of the Certificate will be prepared to enter the workforce as a technician or continue their education and obtain an Associate Degree in Applied Science with a Major in Environmental Engineering Technology. The program prepares students for a career in industrial hygiene, industrial safety and health, toxicology, risk management, public health, regulatory compliance, and occupational health.

The Certificate is designed to prepare graduates to recognize regulatory issues and maintain a safe workplace. The program content is applicable to industrial and construction personnel as well as individuals responsible for safety at public works departments, city and county governments, emergency response teams, and civil defense workers. Employment in the field of study or advisor approval is necessary for admittance into the program.

This program is an online program.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

FALL SEMESTER			Class	Lab	Credit
EVT	206	Introduction to Environmental Compliance	3	0	3
EVT	254	Industrial Safety and Emergency Response	3	0	3
			6	0	6

SPRING SEMESTER

EVT 251	Health Effects/Hazardous Materials	3	0	3
EVT 255	Solid and Hazardous Waste	3	0	3
		6	0	6

SUMMER SEMESTER

EVT 253	Occupational Environmental, Safety, and Health	3	0	3
EVT 257	Environmental, Health and Safety Management Systems	3	0	3
		6	0	6

This program is aligned with the following career cluster: Science, Technology, Engineering & Mathematics.

Wastewater Operator Certificate (WWRO) 18 Semester Hours

Wastewater Operator is a completely ONLINE certificate program.

The Wastewater Operator Certificate program is designed to assist students in studying for a license in physical/chemical or biological wastewater treatment, which is a requirement to progress in the field. This Certificate has been approved by the South Carolina Department of Labor Licensing and Regulation to count as 1-year of work experience toward an operator license after completion of the trainee year and successfully passing the State Certification Exam. Employment in the field of study or advisor approval is necessary for admittance into this program.

This program is an online program.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
EVT 206	Introduction to Environmental Compliance	3	0	3
EVT 254	Industrial Safety and Emergency Response	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

SPRING SEMESTER

EVT 108	Basic Physical Chemical Wastewater	3	0	3
EVT 255	Solid and Hazardous Waste	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

SUMMER SEMESTER

EVT 109	Basic Biological Wastewater	3	0	3
EVT 110	Introduction to Treatment Facilities	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

This program is aligned with the following career cluster: Science, Technology, Engineering & Mathematics.

Water Operator Certificate (WTRO) 18 Semester Hours

Water Operator is a completely **ONLINE** certificate program.

The Water Operator Certificate program is designed to assist students who are pursuing a license in water treatment or distribution, which is a requirement to progress in the field. This Certificate has been approved by the South Carolina Department of Labor Licensing and Regulation to count as 1-year of work experience toward an operator license after completion of the trainee year and successfully passing the State Certification Exam. Employment in the field of study or advisor approval is necessary for admittance into this program.

This program is an online program.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
EVT 206	Introduction to Environmental Compliance	3	0	3
EVT 254	Industrial Safety and Emergency Response	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

SPRING SEMESTER

EVT 102	Basic Water Treatment	3	0	3
EVT 255	Solid and Hazardous Waste	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

SUMMER SEMESTER

EVT 103	Basic Water Distribution	3	0	3
EVT 110	Introduction to Treatment Facilities	<u>3</u>	<u>0</u>	<u>3</u>
		6	0	6

This program is aligned with the following career cluster: Science, Technology, Engineering & Mathematics.

**Major in Natural Resources Management (NRTN)
Associate Degree in Applied Science
60 Semester Hours**

**Natural Resources Management Associate Degree can be obtained completely ONLINE
through selection of appropriate classes.**

The Natural Resources Management Associate Degree in Applied Science program is designed to prepare students for a career in the management and protection of natural resources. Success in this field requires the technician to have a broad background in the biological and agricultural sciences. Successful graduates will know the proper use, development, conservation, and management of wildlife, wetlands, and woodlands and the ecosystems that support them.

Students can take the entire program online, but those looking for hands-on experiential learning can take the Technicians Skills courses. This series of classes require hands-on labs held at select locations throughout the semester. The student should discuss these options with their advisor at the beginning of the program of study.

Career opportunities exist with landowners; local, state, and federal agencies; and private industry engaged in the development and wise stewardship of natural resources. Students in this program have flexible education options for transfer to four-year degree programs and entry directly into the field as technicians.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

ENG 101 English Composition I (3)
or
ENG 165 Professional Communications (3)
MAT 110 College Algebra (3)
or
MAT 155 Contemporary Mathematics (3)
____ Humanities/Fine Arts Elective (3)
____ Social/Behavioral Science Elective (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER – FIRST YEAR

		CLASS	LAB	CREDIT
COL 105	Freshman Seminar	3	0	3
MAT 110	College Algebra			
	or			
MAT 155	Contemporary Mathematics	3	0	3
NRM 101	Soil Management	3	0	3
NRM 110	Environmental Science	3	0	3
NRM 160	Fall Flora and Fauna	3	0	3
		15	0	15

SPRING SEMESTER - FIRST YEAR

CPT 101	Introduction to Computers	3	0	3
FOR 154	Mensuration	3	0	3
NRM 132	Maintenance for the NRM Profession	3	0	3
NRM 161	Spring Flora and Fauna	3	0	3
NRM 211	NRM Technician Skills I*	0	3	1
		12	3	13

SUMMER SEMESTER - FIRST YEAR

CWE 113	Cooperative Work Experience I	0	15	3
_____	or			
_____	Departmental Approved Elective	3	0	3
_____	Humanities/Fine Arts Elective**	<u>3</u>	<u>0</u>	<u>3</u>
		3/6	0/15	6

FALL SEMESTER - SECOND YEAR

ENG 101	English Composition I			
	or			
ENG 165	Professional Communications	3	0	3
HRT 101	Introduction to Horticulture	3	0	3
NRM 207	Geographic Information Systems I	3	0	3
NRM 212	NRM Technician Skills II*	0	3	1
NRM 251	Introduction to Fishery Science	<u>3</u>	<u>0</u>	<u>3</u>
		12	3	13

SPRING SEMESTER – SECOND YEAR

FOR 210	Forest Utilization and Care	3	0	3
NRM 130	Outdoor Recreation Management	3	0	3
NRM 213	NRM Technician Skills III*	0	3	1
NRM 235	Techniques of Wildlife Management	3	0	3
_____	Social/Behavioral Science Elective***	<u>3</u>	<u>0</u>	<u>3</u>
		12	3	13

Departmental Approved Electives

BIO 101	Biological Science I (4)
BIO 102	Biological Science II (4)
BIO 205	Ecology (3)
BIO 206	Ecology Lab (1)
MGT 101	Principles of Management (3)

Any courses with the prefix FOR, HRT, or NRM that are not required courses.

*Students interested in the online program format may substitute the NRM Technician Skills I, II, III courses with an online Departmental Elective.

**PHI 110 Ethics recommended as the Humanities/Fine Arts elective.

***Students who are interested in law enforcement careers in the NRM field are encouraged to take CRJ 101 as their Social/Behavioral Science Elective.

This program is aligned with the following career cluster: Agriculture and Food & Natural Resources.

**Major in Human Services (HUSV)
Associate Degree in Applied Science
66 Semester Hours**

The Associate Degree in Applied Science with a Major in Human Services targets those individuals who have a strong desire to help others within their community. The Human Services professional is an important link to helping others fulfill their potential. The Associate Degree provides students with the necessary core knowledge to maximize their success in providing a positive impact for clients. The program requires all graduates to complete two semesters of field placement where students will experience on-the-job training in a community facility. Course work includes topics that will prepare graduates for employment opportunities in federal, state, and local service organizations.

The Associate Degree in Applied Science with a Major in Human Services prepares graduates to work in environments that provide assistance to various populations, such as the elderly, people with disabilities or mental illness, victims of domestic violence, the homeless, people with chemical dependencies, and many others.

The Associate Degree in Applied Science with a Major in Human Services is accredited by the Council for Standards in Human Services Education.

Prior to HUS 250 and HUS 251 students must submit information and fees for criminal background checks. A criminal record could make you ineligible to complete field placement and graduate from the program. All Human Services (HUS) courses must be completed with a grade of "C" or better in order to count toward graduation.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

General Education Core Requirements - 15 Credit Hours

ENG 101	English Composition I (3)
MAT 101	Beginning Algebra
	or
MAT 155	Contemporary Mathematics (3)
PSY 201	General Psychology (3)
PSY 203	Human Growth and Development (3)
___	Humanities/Fine Arts Elective (3)

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER - FIRST YEAR

FALL SEMESTER - FIRST YEAR			Class	Lab	Credit
COL 105	Freshman Seminar		3	0	3
ENG 101	English Composition I		3	0	3
HUS 101	Introduction to Human Services		3	0	3
HUS 102	Personal and Professional Development in Helping Professions		3	0	3
			12	0	12

SPRING SEMESTER - FIRST YEAR

CPT 101	Introduction to Computers	3	0	3
HUS 110	Orientation to Human Services	1	0	1
HUS 209	Case Management	3	0	3
HUS 230	Interviewing Techniques	3	0	3
PSY 201	General Psychology	3	0	3
		<u>13</u>	<u>0</u>	<u>13</u>

SUMMER SEMESTER - FIRST YEAR

HUS 235	Group Dynamics	3	0	3
HUS 237	Crisis Intervention	3	0	3
___	Departmental Approved Elective	3	0	3
		<u>9</u>	<u>0</u>	<u>9</u>

FALL SEMESTER - SECOND YEAR

HUS 250	Supervised Field Placement I	1	9	4
HUS 221	Professional Ethics in Human Services	3	0	3
MAT 101	Beginning Algebra			
	or			
MAT 155	Contemporary Mathematics	3	0	3
PSY 203	Human Growth & Development	3	0	3
HUS 208	Alcohol and Drug Abuse	3	0	3
		13	9	16

SPRING SEMESTER - SECOND YEAR

HUS 216	Behavior Change Techniques	3	0	3
HUS 251	Supervised Field Placement II	1	9	4
HUS 260	Human Services Special Topics	3	0	3
— —	Departmental Approved Elective	3	0	3
— —	Humanities/Fine Arts Elective	3	0	3
		13	9	16

The program is aligned with the following career cluster: Human Services.

Departmental Approved Electives

AOT 104	Keyboarding and Input Technologies (3)
CRJ 101	Introduction to Criminal Justice (3)
CRJ 145	Juvenile Delinquency (3)
ECD 101	Introduction to Early Childhood (3)
HUS 115	Geriatric Services and Activities (3)
HUS 205	Gerontology (3)
HUS 206	Death and Dying (3)
HUS 211	Developing the Gerontology Professional (3)
HUS 212	Survey of Disabilities and Disorders (3)
PSY 208	Human Sexuality (3)
PSY 212	Abnormal Psychology (3)
SAC 101	Best Practices in School-Age Care (3)
SOC 101	Introduction to Sociology (3)
SOC 102	Marriage and the Family (3)
SOC 206	Social Psychology (3)
SPA 101	Elementary Spanish (4)
SPA 105	Conversational Spanish (3)

Human Services Certificate (HUSR)

35 Semester Hours

The Human Services Certificate is designed to prepare graduates to become service providers in a variety of human services areas, particularly in the health, wellness, and recovery fields. The program will teach the skills necessary to make a positive impact on the lives of clients in a variety of settings and expose students to intervention techniques for working with individuals and groups. Students will complete a semester of field placement at a human service agency in the area.

Prior to HUS 250 students must submit information and fees for criminal background checks. A criminal record could make you ineligible to complete field placement and graduate from the program. All Human Services (HUS) courses must be completed with a grade of "C" or better in order to count toward graduation.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

FALL SEMESTER			Class	Lab	Credit
COL	105	Freshman Seminar	3	0	3
HUS	101	Introduction to Human Services	3	0	3
HUS	102	Personal and Professional Development in the Helping Professions	3	0	3
PSY	201	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
			12	0	12

SPRING SEMESTER

CPT	101	Introduction to Computers	3	0	3
HUS	110	Orientation to Human Services	1	0	1
HUS	209	Case Management	3	0	3
HUS	216	Behavior Change Techniques	3	0	3
HUS	230	Interviewing Techniques	<u>3</u>	<u>0</u>	<u>3</u>
			13	0	13

SUMMER SEMESTER

HUS	235	Group Dynamics	3	0	3
HUS	237	Crisis Intervention	3	0	3
HUS	250	Supervised Field Placement I	<u>1</u>	<u>9</u>	<u>4</u>
			7	9	10

The program is aligned with the following career cluster: Human Services.

**Human Services
Certificate in Gerontology (HUSG)
24 Semester Hours**

**The Gerontology Certificate may be obtained completely ONLINE
through selection of appropriate classes.**

The Human Services Certificate in Gerontology is designed to prepare graduates with the knowledge necessary to support the needs of older adults. As the population of older adults continues to grow, there will be the need for qualified individuals in the field of gerontology. The program will teach the skills necessary to make a positive impact on the lives of older adults by understanding their special needs and requirements.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

All Human Services (HUS) courses must be completed with a grade of “C” or better in order to count toward graduation.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
COL 105	Freshman Seminar	3	0	3
HUS 101	Introduction to Human Services	3	0	3
HUS 115	Geriatric Services and Activities	3	0	3
HUS 205	Gerontology	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

SPRING SEMESTER

HUS 206	Death and Dying	3	0	3
HUS 209	Case Management	3	0	3
HUS 211	Developing the Gerontology Professional	3	0	3
HUS 230	Interviewing Techniques	<u>3</u>	<u>0</u>	<u>3</u>
		12	0	12

The program is aligned with the following career cluster: Human Services.

Health Sciences Programs

Health Sciences programs are designed to provide graduates with immediate employment in the health care industry or prepare graduates to transfer to articulating colleges.

Requirements for Health Sciences programs are subject to change without notice in order to comply with institutional, state, and/or national accreditation criteria.

Core Performance Standards to Ensure Attainment of Competencies in Health Sciences Programs:

With reasonable accommodations, the student should be able to demonstrate the following abilities:

- Critical thinking ability sufficient for clinical/laboratory judgment (e.g., identifies cause-effect relationships in clinical/laboratory situations, etc.)
- Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds (e.g., establishes rapport with clients/families and colleagues)
- Communication abilities sufficient for interaction with others in verbal and written form
- Physical abilities sufficient to move from room to room and maneuver in small spaces (e.g., moves around in client's rooms, work spaces, and treatment areas, administers cardiopulmonary resuscitation procedures; positions themselves in the clinical/practicum/externship and laboratory environment so as to render vital care to clients without obstructing the positioning of necessary equipment or other health care workers, etc.)
- Gross and fine motor abilities sufficient to provide safe and effective client care (e.g., calibrates and uses equipment; positions clients, etc.)
- Auditory ability sufficient to monitor and assess health needs (e.g., hears monitor alarm, emergency signals, auscultatory sounds and a range of sounds necessary to assess client status, cries for help)
- Visual ability sufficient for observation and assessment necessary in client care (e.g., observes client physical condition, etc.)
- Tactile ability sufficient for physical assessment (e.g., performs palpation, functions of physical examination and/or those related to therapeutic interventions, i.e., insertion of a catheter)
- Possess sufficient stamina to participate in activities requiring large muscle skills including being able to move quickly (e.g., lift clients, equipment, and supplies up to 50 pounds)
- Demonstrate emotional stability and psychological health in the interaction with clients, families, colleagues, and college personnel.

Note: Examples are not all inclusive.

Student Reimbursement for Clinical/Laboratory Experience

Students are not reimbursed for clinical/laboratory experience while completing the clinical/laboratory component of a program.

Admission Requirements for Health Sciences Programs

- Must meet the general requirements of the College for admission (see College admissions requirements) and specific criteria outlined for each program.
- May not apply to more than one Health Sciences program at one time.
- Must be a graduate of an accredited high school or possess a GED. All official transcripts must be submitted to document program admission requirements have been met.
- Must successfully complete all program curriculum courses with a "C" or higher. Students may retake courses, based on space availability, completed with less than a "C".
- Must submit completed physical examination/immunization form provided by the Health Sciences Division prior to admission to clinical/laboratory courses or by the designated deadline. Physical examination should demonstrate the applicant is free of any physical or emotional health problems to include communicable diseases that would interfere with the ability to safely perform all duties. Influenza and Hepatitis B vaccination are strongly encouraged due to the potential exposure in the clinical/laboratory setting. Students who choose not to be vaccinated will be required to sign a waiver. Decisions should be made in consultation with a physician, nurse practitioner, or physician's assistant.
- Must have current American Heart Association Basic Life Support (BLS) Health Care Provider certification prior to admission to clinical/laboratory courses or by the designated deadline. Online certification/recertification is not accepted.
- May be required to show proof of health insurance as required for specific programs/courses.
- Must purchase and maintain professional liability insurance with the College (approximately \$5 annually).
- Must purchase the school-approved uniform required by the program.
- Must furnish blood pressure equipment, scissors, etc., as required for specific programs/courses.
- Must provide or arrange own transportation to and from clinical sites.

Note: Enrollment in health sciences programs is limited.

Criminal Background Check and Toxicology Screen

Clinical facilities require students to have a Criminal Background Check and Toxicology Screen prior to participating in clinical rotations. Students will be required to have a Criminal Background Check and Toxicology Screen through facilities specified by the College only. Criminal Background Checks and Toxicology Screens will be reviewed with designated personnel at the clinical facility. All findings must be satisfactory with the clinical facility prior to clinical placement. Students not accepted for clinical rotations will not be able to successfully complete the course or program. Students are responsible for all fees associated with Criminal Background Checks and Toxicology Screens. Random Criminal Background Checks and/or Toxicology Screens may be done at the discretion of the College of Nursing and Health Sciences.

Proof of Health Insurance

Clinical facilities may require students to maintain health insurance as a condition of clinical placement.

Graduation Requirements for Health Sciences Programs

Must earn a minimum program GPA of 2.0 to complete a degree, diploma, or certificate.

Note: For all Health Sciences programs, the program GPA includes all required course work attempted at Central Carolina or transferring from other accredited institutions.

Pre-Nursing Preparatory Certificate (PNPC) 30 Semester Hours

The Pre-Nursing Preparatory Certificate program provides a structured curriculum for students wishing to apply for admission to the Associate Degree in Applied Science Nursing program. Completion of the certificate prepares the student for application but does not guarantee acceptance into the program.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program.

SEMESTER I			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
BIO	210	Anatomy and Physiology I	3	3	4
COL	105	Freshman Seminar	3	0	3
COL	110	Information Literacy	1	0	1
ENG	101	English Composition I	<u>3</u>	<u>0</u>	<u>3</u>
			13	3	14
SEMESTER II					
BIO	211	Anatomy and Physiology II	3	3	4
MAT	110	College Algebra			
		or			
MAT	120	Probability and Statistics	3	0	3
PSY	201	General Psychology	3	0	3
—	—	Departmental Approved Elective**	3	0	3
—	—	Humanities/Fine Arts Elective*	<u>3</u>	<u>0</u>	<u>3</u>
			15	3	16

*Recommend Humanities/Fine Arts Electives: ART 101, ART 105, HIS 101, HIS 102, HIS 122, HIS 131, HIS 201, HIS 202, HIS 222, MUS 105, PHI 101, PHI 110, and THE 101.

**Departmental Approved Elective: BIO 225, BIO 240, CHM 110, PSY 208, PSY 212, and SOC 101.

This program is aligned with the following career cluster: Health Science.

Major in Nursing (ADN) (NURS)
Associate Degree in Applied Science
66 Semester Hours

The Associate Degree Nursing (ADN) program prepares graduates to function as competent registered nurses who are caring and sensitive to diversity and use critical thinking and technology to provide care in structured settings for patients and their families/significant others. Throughout the program, the student has planned clinical experiences to complement classroom learning and to enhance skills in the application of nursing principles and associated technology. The scheduling of clinical experiences varies throughout the nursing program.

The Associate Degree Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, (404)975-5000, www.acenursing.org. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program is Continuing Accreditation.

The ADN program prepares graduates to apply to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN) and is approved by the South Carolina Department of Labor, Licensing, and Regulation (LLR) Board of Nursing, 110 Centerview Drive, Columbia, SC 29210, (803)896-4300, <https://llr.sc.gov/nurse>.

Requirements for the program are subject to change without notice in order to meet requirements of the South Carolina LLR Board of Nursing, the South Carolina Technical College System, and ACEN.

Successful completion of the ADN program does not guarantee licensure to practice as a registered nurse.

The program has a limited competitive enrollment and students must apply with their academic advisor by the deadline. If the deadline falls on a weekend or holiday, the deadline is the next business day.

- Fall 2021 Admission – May 31, 2021
- Spring 2022 Admission – August 31, 2021
- Fall 2022 Admission – May 31, 2022

General Education Courses

- BIO 210 Anatomy and Physiology I (4)
- BIO 211 Anatomy and Physiology II (4)
- BIO 225 Microbiology (4)
- ENG 101 English Composition I (3)
- MAT 110 College Algebra (3)
- or
- MAT 120 Probability and Statistics (3)
- PSY 201 General Psychology (3)
- PSY 203 Human Growth and Development (3)
- ____ Humanities/Fine Arts Elective (3)

Admission Criteria

- Graduate from an accredited high school or possess a General Education Development (GED) certificate.
- Meet the general enrollment requirements of Central Carolina Technical College (CCTC) and the requirements for Health Sciences students.
- Submit all official transcripts (including high school and all regionally accredited institutions) to the Student Records Office no later than two (2) weeks prior to the admission deadline. Transcripts must be received by May 15 or August 15.
- Meet one of the following three entry options.
 1. The Scholastic Aptitude Test (SAT): 500 (Evidence Based Reading and Writing) and 530 Math and placement into BIO 210, ENG 101, and MAT 110 or MAT 120.
 2. The American College Test (ACT): 22 composite and placement into BIO 210, ENG 101, and MAT 110 or MAT 120.
 3. The Test of Essential Academic Skills (TEAS): “Proficient”, “Advanced” or “Exemplary” and completion of 17 credit hours (BIO 210, BIO 211, ENG 101, MAT 110 or MAT 120, and PSY 201) with a cumulative minimum GPA of 2.5 (on a 4.0 scale). No grade may be lower than a “C”.

Combining test scores (SAT, ACT, or TEAS) from different dates is not allowed. Test scores older than five (5) years are not accepted. Version 5.0 of the Test of Essential Academic Skills (TEAS V) may be substituted for TEAS. There may be a waiting time between repeat testing.

- Admission GPA is calculated on the following prerequisite courses: BIO 210, BIO 211, ENG 101, MAT 110 or MAT 120, and PSY 201.

The general education courses must be completed with a grade of “C” or higher. Grades from all institutions are subject to this policy

Credit awarded as “E” to a student through advanced standing will not be calculated in the admission program GPA.

The applicant will be ranked based upon scoring on the SAT, ACT or TEAS entry option. Credit will be given for CNA Certification.

Meeting the criteria does not guarantee admission to the program.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner: Courses from one semester need to be completed prior to advancing to the next semester.

FALL ADMISSION

FALL SEMESTER

		Class	Lab	Credit
BIO 210	Anatomy and Physiology I	3	3	4
ENG 101	English Composition I	3	0	3
MAT 110	College Algebra			
	or			
MAT 120	Probability and Statistics	3	0	3
NUR 101	Fundamentals of Nursing	3.5	7.5	6
NUR 106	Pharmacologic Basics in Nursing Practice	<u>2</u>	<u>0</u>	<u>2</u>
		14.5	10.5	18

SPRING SEMESTER

BIO 211	Anatomy and Physiology II	3	3	4
NUR 120	Basic Nursing Concepts	5	6	7
PSY 201	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		11	9	14

SUMMER SEMESTER

BIO 225	Microbiology	3	3	4
NUR 170	Nursing Application	0	3	1
NUR 210	Complex Health Problems	3	6	5
PSY 203	Human Growth and Development	<u>3</u>	<u>0</u>	<u>3</u>
		9	12	13

FALL SEMESTER

NUR 214	Mental Health Nursing	2.5	4.5	4
NUR 220	Family Centered Nursing	<u>5</u>	<u>6</u>	<u>7</u>
		7.5	10.5	11

SPRING SEMESTER

NUR 217	Trends and Issues in Nursing	2	0	2
NUR 221	Advanced Nursing Concepts	2	9	5
_____	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		7	9	10

SPRING ADMISSION

SPRING SEMESTER

		Class	Lab	Credit
BIO 210	Anatomy and Physiology I	3	3	4
ENG 101	English Composition I	3	0	3
MAT 110	College Algebra			
	or			
MAT 120	Probability and Statistics	3	0	3
NUR 101	Fundamentals of Nursing	3.5	7.5	6
NUR 106	Pharmacologic Basics in Nursing Practice	<u>2</u>	<u>0</u>	<u>2</u>
		14.5	10.5	18

SUMMER SEMESTER

BIO 211	Anatomy and Physiology II	3	3	4
NUR 120	Basic Nursing Concepts	5	6	7
PSY 201	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		11	9	14

FALL SEMESTER

BIO 225	Microbiology	3	3	4
NUR 170	Nursing Application	0	3	1
NUR 210	Complex Health Problems	3	6	5
PSY 203	Human Growth and Development	<u>3</u>	<u>0</u>	<u>3</u>
		9	12	13

SPRING SEMESTER

NUR 214	Mental Health Nursing	2.5	4.5	4
NUR 220	Family Centered Nursing	<u>5</u>	<u>6</u>	<u>7</u>
		7.5	10.5	11

SUMMER SEMESTER

NUR 217	Trends and Issues in Nursing	2	0	2
NUR 221	Advanced Nursing Concepts	2	9	5
_____	Humanities/Fine Arts Elective	<u>3</u>	<u>0</u>	<u>3</u>
		7	9	10

All NUR courses that include a laboratory/clinical practicum component may have flexible schedules. Students enrolled in NUR 221 may be required to attend a clinical preceptor practicum between the hours of 7:00 a.m. and 7:00 p.m. and/or 7:00 p.m. and 7:00 a.m., Monday through Sunday.

This program is aligned with the following career cluster: Health Science.

Progression Standards

Failure to meet progression standards will result in suspension from the program:

- The student will maintain a minimum GPA of 2.0 in general education courses and nursing courses combined.
- The student will successfully complete all components of a nursing program course (theory and clinical) to pass the course. Failing the clinical component results in a course grade of “F” regardless of the time in the semester, and the student is ineligible to receive a “W” or “WA”.
- The student will sequentially complete (without interruption) the nursing program courses over 5 semesters.
- The general education courses and nursing program courses must be completed with a grade of “C” or higher. Grades from all institutions are subject to this policy.
- A grade less than a “C”, a withdrawal (“W”, “WA”, or “WF”), failure to complete a pre- or co-requisite course, or failure to progress in the program will be considered as one semester attempt to complete nursing program courses.
- The student may apply for readmission to repeat a NUR course based on space availability, as long as the nursing program is completed in 7 semesters. Any student unable to complete the program in 7 semesters, may apply for admission beginning with the first nursing course (NUR 101/NUR 106).
- The student will maintain current Basic Life Support (BLS) for Health Care Provider certification through the American Heart Association. Online certification/recertification is not accepted.
- The student will maintain current documentation of health status according to program requirements.

Transfers or Readmission

- The student who has been unsuccessful (received a grade of “D”, “F”, “W”, “WA”, or “WF”) or failed to progress in the program at CCTC or any other institution must request admission/readmission to the program from the Nursing Admission and Transfer Committee, based on space available. The student may request special consideration from the Nursing Admission and Transfer Committee.
- The student will complete all course requirements within one and one-half times the length of the program (7 semesters) of the starting date of the first nursing course (NUR 101/NUR 106).
- For readmission, the student must have a minimum 2.0 program GPA in general education courses and nursing program courses combined.
- The student seeking transfer must meet all admission requirements and upon request submit syllabi, course outlines, and catalogs from the former institution for review. The student must request transfer from the Nursing Admission and Transfer Committee and must follow specific guidelines outlined by the committee.
- The student must complete 25% of required courses at CCTC to be eligible to receive an associate degree.

Major in Nursing
Associate Degree in Applied Science
LPN to ADN Option
66 Semester Hours

The LPN to ADN Option provides qualified licensed practical nurses (LPN) the opportunity for advanced placement into the Associate Degree Nursing (ADN) program. The ADN program prepares graduates to function as competent nurses who are caring and sensitive to diversity, use critical thinking and technology to provide care in structured settings for patients and their families/significant others. Throughout the program, the student has planned clinical experiences to complement classroom learning and to enhance skills in the application of nursing principles and associated technology. The scheduling of clinical experiences varies throughout the nursing program.

The Associate Degree Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, (404)975-5000 www.acenursing.org. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program is Continuing Accreditation.

The ADN program prepares graduates to apply to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN) and is approved by the South Carolina Department of Labor, Licensing, and Regulation (LLR) Board of Nursing, 110 Centerview Drive, Columbia, SC 29210, (803)896-4300, <https://llr.sc.gov/nurse>.

Requirements for the program are subject to change without notice in order to meet requirements of the South Carolina LLR Board of Nursing, the South Carolina Technical College System, and ACEN.

Successful completion of the ADN program does not guarantee licensure to practice as a registered nurse.

The program has a limited competitive enrollment and students must apply with their academic advisor by the deadline. If the deadline falls on a weekend or holiday, the deadline is the next business day.

- Summer Admission – March 31, 2021
- Fall Admission – May 31, 2021

General Education Courses

- BIO 210 Anatomy and Physiology I (4)
- BIO 211 Anatomy and Physiology II (4)
- BIO 225 Microbiology (4)
- ENG 101 English Composition I (3)
- MAT 110 College Algebra (3)
- or
- MAT 120 Probability and Statistics (3)
- PSY 201 General Psychology (3)
- PSY 203 Human Growth and Development (3)
- ____ ____ Humanities/Fine Arts Elective

Admission Criteria

- Graduate from an accredited high school or possess a General Education Development (GED) certificate.
- Meet the general enrollment requirements of Central Carolina Technical College (CCTC) and the requirements for Health Sciences students.
- Submit all official transcripts (including high school and all regionally accredited institutions) to the Student Records Office no later than two (2) weeks prior to the admission deadline. Transcripts must be received by March 15 and May 15.
- Completion of the National League for Nursing (NLN) Nursing Acceleration Challenge Exam - Foundation of Nursing I (NACE I) with a minimum score of 75.

Combining NACE I scores from different dates is not allowed. Test scores older than two (2) years will not be accepted. The test may be taken twice in a calendar year (January 1-December 31) with at least six (6) months between testing. The test may not be taken more than four (4) times.

- Provide proof of graduation from a state approved practical nursing program by submitting official transcripts to the Student Records Office.
- Provide proof of current licensure as a LPN.
- A minimum Grade Point Average (GPA) of 2.5 (on a 4.0 scale) in the following general education courses:

BIO 210, BIO 211, BIO 225, ENG 101, MAT 110 or MAT 120, PSY 201, PSY 203

The general education courses must be completed with a grade of “C” or higher. Grades from all institutions are subject to this policy.

Credit awarded as “E” to a student through Advanced Standing will not be calculated in the admission program GPA.

The applicant will be ranked based upon scoring of the GPA, NACE I, and county of residence.

Meeting the criteria does not guarantee admission to the program.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner. Courses from one semester need to be completed prior to advancing to the next semester.

FALL ADMISSION

FALL SEMESTER

	Class	Lab	Credit
NUR 106 Pharmacologic Basics in Nursing Practice	2	0	2
NUR 170 Nursing Application	0	3	1
NUR 201 Transition Nursing*	3	0	3
	5	3	6

SPRING SEMESTER

NUR 214 Mental Health Nursing	2.5	4.5	4
NUR 220 Family Centered Nursing	5	6	7
	7.5	10.5	11

SUMMER SEMESTER

NUR 217 Trends and Issues in Nursing	2	0	2
NUR 221 Advanced Nursing Concepts	2	9	5
_____ Humanities/Fine Arts Elective	3	0	3
	7	9	10

SUMMER ADMISSION

SUMMER SEMESTER

NUR 106 Pharmacologic Basics in Nursing Practice	2	0	2
NUR 170 Nursing Application	0	3	1
NUR 201 Transition Nursing*	3	0	3
	5	3	6

FALL SEMESTER

NUR 214 Mental Health Nursing	2.5	4.5	4
NUR 220 Family Centered Nursing	5	6	7
	7.5	10.5	11

SPRING SEMESTER

NUR 217 Trends and Issues in Nursing	2	0	2
NUR 221 Advanced Nursing Concepts	2	9	5
_____ Humanities/Fine Arts Elective	3	0	3
	7	9	10

All NUR courses that include a laboratory/clinical practicum component may have flexible schedules. Students enrolled in NUR 221 may be required to attend a clinical preceptor practicum between the hours of 7:00 a.m. and 7:00 p.m. and/or 7:00 p.m. and 7:00 a.m., Monday through Sunday.

This program is aligned with the following Career Cluster: Health Science.

The student may challenge up to 7 credit hours from the following NUR courses. All prerequisites for challenge courses must be met prior to approval for challenge. A course may only be challenged one time.

Prior to NUR 201:

NUR 106 Pharmacologic Basics in Nursing Practice 2 credit hours

Following successful completion of NUR 201 and NUR 106:

NUR 214 Mental Health Nursing 4 credit hours
NUR 220 Family Centered Nursing 7 credit hours

*Credit for the following courses will be substituted after successful completion of NUR 201 with a “C” or higher. Students are eligible to repeat NUR 201 once.

		Class	Lab	Credit
NUR 101	Fundamentals of Nursing	3.5	7.5	6
NUR 120	Basic Nursing Concepts	5	6	7
NUR 210	Complex Health Problems	<u>3</u>	<u>6</u>	<u>5</u>
		11.5	19	18

Progression Standards

Failure to meet progression standards will result in suspension from the program.

- The student will maintain a minimum GPA of 2.0 in general education courses and nursing courses combined.
- The student will successfully complete all components of a nursing program course (theory and clinical) to pass the course. Failing the clinical component results in a course grade of “F” regardless of the time in the semester, and the student is ineligible to receive a “W” or “WA”.
- The student will sequentially complete (without interruption) the nursing program courses over 3 semesters.
- The general education courses and nursing program courses must be completed with a grade of “C” or higher. Grades from all institutions are subject to this policy.
- A grade less than a “C”, a withdrawal (“W”, “WA”, or “WF”), failure to complete a pre- or co-requisite course, or failure to progress in the program will be considered as one semester attempt to complete nursing program courses.
- The student may apply for readmission to repeat NUR 201 and NUR courses, based on space availability, as long as the nursing program is completed in 4 semesters. Any student unable to complete the program in 4 semesters, may apply for admission beginning with the first nursing course (NUR 101/NUR 106).
- The student will maintain current Basic Life Support (BLS) for Health Care Provider certification through the American Heart Association. Online certification/recertification is not accepted.
- The student will maintain current documentation of health status according to program requirements.

Transfers or Readmission

- The student who has been unsuccessful (received a grade of “D”, “F”, “W”, “WA”, or “WF”) or failed to progress in the program at CCTC or any other institution must request admission/readmission to the program from the Nursing Admission and Transfer Committee, based on space available. The student may request special consideration from the Nursing Admission and Transfer Committee.
- The student will complete all course requirements within one and one half times the length of the program (4 semesters) of the starting date of (NUR 201/NUR 106/NUR 170).
- For readmission, the student must have a minimum 2.0 program GPA in general education courses and nursing courses combined.
- The student seeking transfer must meet all admission requirements and upon request submit syllabi, course outlines, and catalogs from the former institution for review. The student must request transfer from the Nursing and Transfer Committee and must follow specific guidelines outlined by the committee.
- The student must complete 25% of required courses at CCTC to be eligible to receive an associate degree.

Massage Therapy Certificate (MTHC)

20 Semester Hours

The Massage Therapy Program is an entry-level training program for students interested in becoming a massage therapist or for health care providers wishing to expand their range of clinical skills and knowledge. The Massage Therapy program prepares graduates to work in direct client care settings to provide manipulation (massage) of the soft tissue structures of the body to prevent and alleviate pain, discomfort, muscle spasm, and stress, and to promote health and wellness.

Employment opportunities may be found in health care facilities, rehabilitation centers, medical offices, nursing homes, spas, health and sports clubs, hotels/resorts, cruise ships, and private practice.

Upon successful completion of the Massage Therapy Certificate, students are eligible to apply to take the Federation of States Examination (MBLEX) before applying for a South Carolina license. Note: South Carolina licensure eligibility may be denied to applicants with criminal convictions. Graduates are eligible to apply to take the NCBTMB Specialty Certificate for Integrative Healthcare.

Admission Requirements

- Students must meet the general admission requirements to the College as well as requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.
- The Massage Therapy Program has limited enrollment and students are admitted annually in the fall semester.
- Applicants will be accepted as they submit completed applications to the program manager until all seats are filled.
- Qualified applicants must have completed all developmental courses prior to acceptance into the massage therapy courses (MTH).
- Qualified applicants must submit completed physical examination forms provided by the Health Sciences Division and proof of up-to-date vaccinations by the designated deadline.
- Must maintain current BLS for Health Care Provider certification through the American Heart Association. Online certification/recertification will not be accepted.
- Must maintain current documentation of tuberculin skin testing.
- Students must submit information and fees for background checks and toxicology screenings by the designated deadline conducted through a facility selected by the College.

Progression Standards - After Program Entry

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of a “C” or higher in each required curriculum course for the program. Students may retake program curriculum courses completed with less than a “C” one time only.
- Must successfully complete all components of a course (theory and clinical) in order to pass the course. Students who fail to complete a component will receive a grade of “F” for the course regardless of the time in the semester and are not eligible to receive a “W” or “WA” through the withdrawal process.
- Students must complete all course requirements within two years of starting date of first clinical course (MTH 121).
- Students are limited to two attempts at successful completion of any massage therapy program (including Central Carolina Technical College). A withdrawal “W”, “WA” or “WF” constitutes an attempt in a massage therapy (MTH) course and will count as one attempt to complete the program.
- Must maintain current BLS for Health Care Provider certification through the American Heart Association. Online certification/recertification will not be accepted.
- Must maintain current documentation of tuberculin skin testing.
- Students must purchase and maintain professional liability insurance with the College.
- Students must obtain one sixty-minute professional massage therapy session from a licensed massage therapist.
- Students may be required to purchase a portable massage table during the first semester. Prices vary starting at approximately \$450; however, students may be given permission to use the massage therapy lab outside of class time to complete assignments.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

MTH courses offered Monday through Thursday (afternoon/evening) and/or Saturday (daytime).

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

		Class	Lab	Credit
MTH 113	Essentials of Anatomy and Physiology for Massage Therapy	1	6	3
MTH 121	Principles of Massage I	1	9	4
MTH 132	Massage Therapy Seminar	0	3	1
MTH 136	Kinesiology for Massage	<u>1</u>	<u>3</u>	<u>2</u>
		3	21	10

SPRING SEMESTER

MTH 126	Pathology for Massage Therapy	1.5	1.5	2
MTH 128	Clinical Application of Massage	0	12	4
MTH 135	Massage Practicum	0	6	2
MTH 138	Anatomy and Physiology for Massage Therapy II	<u>1</u>	<u>3</u>	<u>2</u>
		2.5	22.5	10

This program is aligned with the following career cluster: Health Science.

Major in Medical Assisting (MASG) Diploma in Applied Science 52 Semester Hours

The Medical Assisting Diploma in Applied Science program prepares graduates to assist other health care professionals in offices and/or other medical settings and perform delegated administrative and clinical duties in accordance with respective federal and state laws governing such actions, activities, and ethical standards.

Upon successful completion of the Medical Assisting program, the graduate is eligible to take the Certification exam as a RMA (Registered Medical Assistant-American Medical Technologists) and/or as a CMA (AAMA), (Certified Medical Assistant- American Association of Medical Assistants). *Note: Certification examination eligibility may be denied to applicants with criminal convictions.*

The Central Carolina Technical College Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB), Commission on Accreditation of Allied Health Education Programs, 9355 113th St., N., #7709, Seminole, FL 33775, (727)210-2350.

Admission Requirements

- Students must meet the general admission requirements and graduation requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.
- Students must be graduates of an accredited high school or possess a General Education Development (GED) certificate.
- The Central Carolina Technical College registrar must have receipt of all official transcripts (including high school and all regionally accredited institutions for desired course transfer).
- Qualified applicants must have completed all developmental courses prior to acceptance.
- Completion and grade of “C” or higher in AHS 102 (Medical Terminology).
- Completion and grade of “C” or higher in BIO 112 (Basic Anatomy and Physiology).
- Completion and grade of “C” or higher in CPT 101 (Introduction to Computers).
- Completion and grade of “C” or higher in ENG 101 (English Composition I) or ENG 165 (Professional Communications).
- Completion and grade of “C” or higher in MAT 155 (Contemporary Mathematics).
- Qualified Applicants must submit completed physical examination forms provided by the Health Sciences Division and proof of up-to-date vaccination by the designated deadline.
- Qualified applicants must submit results of annual tuberculin skin test (TST) and current BLS (Basic Life Support - Provider) by the American Heart Association. Online BLS (Basic Life Support - Provider) certification/recertification will not be accepted.
- Students must submit information and fees for background checks and toxicology screenings by the designated deadline conducted through a facility selected by the College.
- Medical Assisting courses have a limited enrollment and students are admitted annually. For entrance into the Medical Assisting courses, students must complete the Medical Assisting Diploma program Admission Eligibility Verification and Application form with the Medical Assisting Program Manager.
- Applications will be accepted into the Medical Assisting courses until the Friday before classes begin.

Progression Standards - After Program Entry

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of a “C” or higher in each required curriculum course for the program. Students may retake courses completed with less than a “C” one time only.
- Must successfully complete all components of a course (theory, clinical, drug calculation proficiency) in order to pass the course. Students who fail to complete a component will receive a grade of “F” for the course regardless of the time in the semester and are not eligible to receive a “W” or “WA” through the withdrawal process.
- Students must complete all course requirements within two years of starting date of first clinical course (MED 114).
- Students are limited to two attempts at successful completion of the medical assistant program. A withdrawal “W”, “WA” or “WF” constitutes an attempt at a MED course and will count as one attempt to complete the program.
- Students must maintain current BLS (Basic Life Support - Provider) and annual tuberculin skin test (TST) to remain in the program.

Transfers or Readmissions

- The student who has been unsuccessful (received a grade of “D”, “F”, “W”, “WA”, or “WF”) or has withdrawn once from the Medical Assisting Diploma program at Central Carolina Technical College must request admission/readmission to the program with the Medical Assisting Program Manager. Students may apply for readmission to the program, based on space availability, and AHS 107 and all Medical Assisting (MED) courses over two years old must be repeated with a “C” or higher.
- The student who has been unsuccessful (received a grade of “D”, “F”, “W”, “WA”, or “WF”), did not complete a pre-or co-requisite course, or did not progress in the Medical Assisting Diploma program at Central Carolina Technical College more than once will be dismissed from the program. However, students may petition the Dean of Nursing and Health Sciences for special consideration if they have extenuating circumstances. The final decision for an exception rests with the Dean of Nursing and Health Sciences.
- The student seeking transfer must meet all admission requirements and upon request submit syllabi, course outlines, and catalog from the former institution to the department for review. Transfer evaluations are considered on an individual basis.
- The student seeking transfer or readmission must follow specific guidelines to ensure theoretical knowledge and clinical competencies are current.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

MED 156, Clinical Experience I, has a flexible schedule. Students may be required to attend classes between the hours of 8:00 a.m. and 7:00 p.m., Monday through Thursday and 8:00 a.m. and 4:30 p.m. on Friday.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

INITIAL CORE COURSES

		Class	Lab	Credit
AHS 102	Medical Terminology	3	0	3
BIO 112	Basic Anatomy and Physiology*	3	3	4
CPT 101	Introduction to Computers	3	0	3
ENG 101	English Composition I			
	or			
ENG 165	Professional Communications	3	0	3
MAT 155	Contemporary Mathematics	<u>3</u>	<u>0</u>	<u>3</u>
		15	3	16

FALL SEMESTER

AHS 107	Clinical Computations	2	0	2
MED 103	Medical Assisting Introduction	3	0	3
MED 105	Medical Assisting Office Skills I	3.5	4.5	5
MED 114	Medical Assisting Clinical Procedures	<u>2</u>	<u>6</u>	<u>4</u>
		10.5	10.5	14

SPRING SEMESTER

MED 107	Medical Office Management	3	3	4
MED 108	Common Diseases of the Medical Office	2	3	3
MED 112	Medical Assisting Pharmacology	2	0	2
MED 115	Medical Office Laboratory Procedures	2	6	4
PSY 201	General Psychology	<u>3</u>	<u>0</u>	<u>3</u>
		12	12	16

SUMMER SEMESTER

MED 156	Clinical Experience I	<u>1</u>	<u>15</u>	<u>6</u>
		1	15	6

*BIO 210 and BIO 211 may take the place of BIO 112.

*MAT 101 may take the place of MAT 155.

This program is aligned with the following career cluster: Health Science.

Medical Record Coding Certificate (MRCO)

38 Semester Hours

Medical Record Coding is a completely **ONLINE** certificate program.

The Medical Record Coding Certificate program is designed to prepare health information professionals who focus on medical record management with an emphasis on procedural and diagnostic coding for reimbursement of professional services performed in healthcare facilities. The program includes medical terminology, human disease process, pharmacology, medical billing, procedural and diagnostic coding and medical records regulations. Upon successful completion of the Medical Record Coding Certificate program, the student may be eligible to take the certification examinations administered by the American Health Information Management Association (AHIMA) and/or the American Academy of Professional Coders (AAPC).

ADMISSION REQUIREMENTS

- Must meet the general admission requirements and graduation requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.
- Students must be graduates of an accredited high school or possess a General Education Development (GED) certificate.
- The Central Carolina Technical College registrar must have receipt of all official transcripts (including high school and all regionally accredited institutions for desired course transfer).
- Must meet computer competency required for placement in online courses.
- Qualified applicants must have completed all developmental and prerequisite courses prior to acceptance into the health information management courses (HIM).
- The Medical Record Coding Program has limited enrollment and students are admitted annually in the fall semester.
- Acceptance into the health information management courses is contingent upon students completing the Medical Recording Coding application form and submitting it to the Medical Record Coding Program Manager.
- Applicants will be accepted as they submit completed applications to the program manager until all seats are filled.
- No student may apply to more than one Health Sciences program at a time.

PROGRESSION STANDARDS-AFTER PROGRAM ENTRY

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of "C" or higher in each required curriculum course for the program. Students may retake courses completed with less than a "C" one time only.
- Must successfully complete all components of a course (theory, practicum) in order to pass the course. Students who fail to complete a component will receive a grade of "F" for the course regardless of the time in the semester and are not eligible to receive a "W" through the withdrawal process.
- Students are limited to two attempts at successful completion of any medical coding program (including Central Carolina Technical College). A "D", "W", "WA", or "WF" constitutes an attempt at the MRCO program and will count as one attempt to complete the program.
- Withdrawal "W" constitutes an attempt at a HIM course and will count as one attempt to complete the program.
- Students must complete all course requirements within two years of starting date of first HIM course (HIM 103).

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER		Class	Lab	Credit
AHS 102	Medical Terminology	3	0	3
HIM 103	Introduction to Health Information and Coding	3	0	3
HIM 104	Anatomy and Physiology for Medical Record Coding*	3	0	3
HIM 135	Medical Pathology	3	0	3
HIM 216	Coding and Classification I	3	0	3
		15	0	15

SPRING SEMESTER

HIM 110	Health Information Science I	3	0	3
HIM 130	Billing and Reimbursement	3	0	3
HIM 137	Pharmacology for Coders	1	0	1
HIM 140	Current Procedural Terminology	3	0	3
HIM 266	Computers in Healthcare	<u>3</u>	<u>0</u>	<u>3</u>
		13	0	13

SUMMER SEMESTER

HIM 105	Medical Office Communication and Practices	3	0	3
HIM 115	Medical Records and the Law	2	0	2
HIM 150	Coding Practicum I	3	0	3
HIM 228	Coding Seminar	<u>2</u>	<u>0</u>	<u>2</u>
		10	0	10

***BIO 112 or BIO 210 & 211 will satisfy the requirement of HIM 104.**

This program is aligned with the following career cluster: Health Science.

Inpatient Medical Coding Certificate (AMCO)

20 Semester Hours

Inpatient Medical Coding is a completely ONLINE certificate program.

The Inpatient Medical Coding Certificate program is designed to prepare Health Information Professionals by focusing on procedural and diagnostic coding for reimbursement of professional services performed in inpatient facility settings. The program includes medical terminology, anatomy and physiology, inpatient procedural coding (ICD-10-PCS) and diagnostic coding (ICD-10-CM) as well as medical regulations. Upon successful completion of the Inpatient Medical Coding Certificate program, the student is eligible to take the certification examinations administered by the American Health Information Management Association (AHIMA) or the American Academy of Professional Coders (AAPC). In order to complete the AMCO program students who have successfully completed the MRCO program need only take HIM 225 and HIM 250. The AMCO program is presented 100% online and is supported with a wide variety of methods and opportunities for direct contact with the program manager and instructors.

ADMISSION REQUIREMENTS

- Meet the general admission requirements and graduation requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.
- Students must be graduates of an accredited high school or possess a General Education Development (GED) certificate.
- The Central Carolina Technical College registrar must have receipt of all official transcripts (including high school and all regionally accredited institutions for desired course transfer).
- Meet computer competency required for placement into online courses.
- Qualified applicants must have all developmental and prerequisite courses prior to acceptance into the Inpatient Medical Coding program.
- The Inpatient Medical Coding Program has limited enrollment and students are admitted annually in the fall semester.
- Qualify for acceptance by either successful completion of the MRCO program or previous employment as a medical coder within the last two years.
- Students' acceptance into the program is contingent upon completion and submission of the AMCO application form to the Program Manager. Applications will be processed in the order in which they are submitted.
- Applications will be accepted into the AMCO program until all seats are filled.
- No student may apply to more than one Health Sciences program at a time.

PROGRESSION STANDARDS-AFTER PROGRAM ENTRY

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of "C" or higher in each required curriculum course for the program. Students may retake courses completed with less than a "C" one time only.
- Must successfully complete all components of a course (theory, practicum) in order to pass the course. Students who fail to complete a component will receive a grade of "F" for the course regardless of the time in the semester and are not eligible to receive a "W" through the withdrawal process.
- Students are limited to two attempts at successful completion of any medical coding program (including Central Carolina Technical College). A "D", "W", "WA", or "WF" constitutes an attempt at the AMCO program and will count as one attempt to complete the program
- Students must complete all course requirements within two years from the start date of the AMCO program.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

Following is a list of courses required to complete this program. Courses should be taken in the following sequence in order to complete the program in a timely manner:

FALL SEMESTER

AHS 102	Medical Terminology	3	0	3
HIM 104	Anatomy and Physiology for Medical Record Coding*	3	0	3
HIM 216	Coding and Classification I	3	0	3
HIM 225	Coding and Classification II	3	0	3
		12	0	12

SPRING SEMESTER

HIM 115	Medical Records and the Law	2	0	2
HIM 130	Billing and Reimbursement	3	0	3
HIM 250	Coding and Classification III	<u>3</u>	<u>0</u>	<u>3</u>
		8	0	8

*BIO 112 or BIO 210 & 211 will satisfy the requirement of HIM 104.

This program is aligned with the following career cluster: Health Science.

Pharmacy Technician Certificate (PHMT)

31 Semester Hours

The Pharmacy Technician Certificate Curriculum is a formal academic training program that prepares individuals to become pharmacy technicians. These allied health professionals assist and support licensed pharmacists in preparing and dispensing medications and other health care products to patients. Under the direction of a pharmacist, the pharmacy technician performs pharmacy-related functions, in compliance with specific policies and procedures that provide optimal pharmaceutical care for their patients.

Pharmacy technicians are in high demand in health care and in the pharmaceutical industry. Job opportunities for pharmacy technicians are good, especially for those with previous experience, formal training, or certification, according to the U.S. Department of Labor. Possible career opportunities for pharmacy technicians include a variety of practice environments including hospital, infusion, and long term care, and mail-order, chain and community pharmacy services. Pharmacy technicians work in computerized, clean, organized, well-lighted, and well-ventilated areas. Most of their workday is spent on their feet. They may be required to lift heavy boxes or to use stepladders to retrieve supplies from high shelves.

Pharmacy technicians often have varying work schedules that include nights, weekends, and holidays. In facilities that are open twenty-four hours a day, such as hospital and mail order pharmacies, technicians may be required to work nights. Many technicians work part time.

The South Carolina Pharmacy Practice Act (administered by the S.C. Board of Pharmacy) requires all pharmacy technicians desiring state certification to (1) pass the Pharmacy Technician Certification Exam (PTCE)- a national exam, (2) complete 1000 hours of practice (up to 400 clinical training hours in an educational program are recognized) under the supervision of a licensed pharmacist, and (3) provide proof of completion of a formal academic pharmacy technician training program that is nationally accredited.

The Pharmacy Technician program is accredited by the American Society of Health System Pharmacists (ASHP/Accreditation Council for Pharmacy Education (ACPE)).

Admission Requirements

- Students must meet the general admission requirements and graduation requirements for all Health Sciences students listed at the beginning of the Health Sciences program section of this catalog.
- Students must be graduates of an accredited high school or possess a General Education Development (GED) certificate.
- The Central Carolina Technical College Registrar must have receipt of all official transcripts (including high school and all regionally accredited institutions for desired course transfer).
- Qualified applicants must have completed all developmental courses prior to acceptance.
- Completion and grade of “C” or higher in AHS 102 (Medical Terminology).
- Qualified Applicants must submit completed physical examination forms provided by the Health Sciences Division and proof of up-to-date vaccinations by the designated deadline.
- Student must maintain current documentation of tuberculin skin testing.
- Must maintain current BLS for Health Care Provider certification through the American Heart Association. Online certification/recertification will not be accepted.
- Students must submit information and fees for background checks and toxicology screenings by the designated deadline conducted through a facility selected by the College and SLED.

The Pharmacy Technician Certificate Program has limited enrollment. Students are admitted in the fall and in spring semester. Applicants will be accepted as they submit completed applications to the program manager until all seats are filled.

Note: Students who have one year of current work experience as a pharmacy technician in a dispensing pharmacy may be eligible to take the PHM courses in a hybrid format.

Registration and Certification

Pharmacy Technician students are required to be registered with the S.C. Department of Labor, Licensing and Regulation (S.C. Board of Pharmacy) prior to beginning clinical rotations. This involves completing a registration application and paying a fee. The application includes the following two questions:

- 1) During the past five years, have you been treated for any condition, be it physical, mental, or emotional that could impair your ability to serve as a pharmacy technician?
- 2) During the past five years, have you been convicted of any criminal or civil charges (other than minor traffic ticket); is any legal action pending against you or are you currently on probation for any charges or legal action?

If the answer is yes to either of these questions, applicants are required to attach a full written explanation and the State Board of Pharmacy will review each situation separately to determine if applicants will be allowed in a clinical site.

The application for taking the national certification examination from the Pharmacy Technician Certification Board also states that the eligibility requirements to sit for the exam includes the statement you must “have never been convicted of a felony.”

Therefore, students who have been convicted of a felony will not be eligible to take the national certification examination. Students who have been convicted of any criminal or civil charges (other than a minor traffic ticket), have any legal action pending against them, are currently on probation for any charges or legal action, or have been treated for any condition, be it physical, mental, or emotional that could impair their ability to serve as a pharmacy technician during the past five years may not be able to attend clinical rotations and cannot complete the program. *Note: SC Code of Law prohibits pharmacies from employing anyone who has been convicted of a felony offense relating to a controlled substance.*

Progression Standards - After Program Entry

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA on program curriculum courses at Central Carolina Technical College in order to progress.
- Must earn a minimum of a “C” or higher in each required curriculum course for the program. Students may retake program curriculum courses completed with less than a “C” one time only.
- Must successfully complete all components of a course (theory, clinical, drug calculation proficiency) in order to pass the course. Students who fail to complete a component will receive a grade of “F” for the course regardless of the time in the semester and are not eligible to receive a “W” or “WA” through the withdrawal process.
- Students must complete all course requirements within two years of the starting date of the first pharmacy technician (PHM) course.
- Students are limited to two attempts at successful completion of any PHM course. a grade less than a “C” or a withdrawal “W”, “WA” or “WF” constitutes an attempt at a PHM course, and will count as one attempt to complete the program.
- Students may apply for readmission to repeat a PHM course based on space availability, as long as the program is completed in 2 years. Any student unable to complete the program in 2 years, may apply for readmission beginning with the first semester PHM courses.

Developmental Courses

This program of study requires that all developmental courses be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

PHM 152 and 173 have flexible schedules. Students may be required to attend classes between the hours of 8:00 a.m. – 6:00 p.m., Monday through Friday.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner:

INITIAL CORE COURSE		Class	Lab	Credit
AHS 102	Medical Terminology	<u>3</u>	<u>0</u>	<u>3</u>
		3	0	3

FALL ADMISSION

FALL SEMESTER

PHM 101	Introduction to Pharmacy	3	0	3
PHM 111	Applied Pharmacy Practice Laboratory	0	6	2
PHM 113	Pharmacy Technician Math	3	0	3
PHM 115	Drug Classification I	2	0	2
PHM 202	Pharmacological Anatomy and Physiology	<u>4</u>	<u>0</u>	<u>4</u>
		12	6	14

SPRING SEMESTER

PHM 110	Pharmacy Practice	3	3	4
PHM 116	Drug Classification II	2	0	2
PHM 124	Therapeutic Agents II	3	0	3
PHM 152	Pharmacy Technician Practicum I	0.5	4.5	2
PHM 173	Pharmacy Technician Practicum III	<u>0</u>	<u>9</u>	<u>3</u>
		8.5	16.5	14

SPRING ADMISSION

SPRING SEMESTER

PHM 101	Introduction to Pharmacy	3	0	3
PHM 111	Applied Pharmacy Practice Laboratory	0	6	2
PHM 113	Pharmacy Technician Math	3	0	3
PHM 115	Drug Classification I	2	0	2
PHM 202	Pharmacological Anatomy and Physiology	4	0	4
		12	6	14

SUMMER SEMESTER

PHM 110	Pharmacy Practice	3	3	4
PHM 116	Drug Classification II	2	0	2
PHM 124	Therapeutic Agents II	3	0	3
PHM 152	Pharmacy Technician Practicum I	0.5	4.5	2
PHM 173	Pharmacy Technician Practicum III	0	9	3
		8.5	16.5	14

This program is aligned with the following career cluster: Health Science.

Major in Surgical Technology (SURT)

Associate Degree in Applied Science

66 Semester Hours

The Surgical Technology Associate Degree in Applied Science program is designed to prepare individuals for employment as surgical technologists. Surgical technologists are integral members of the surgical team who work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. The primary responsibility of the surgical technologist is to maintain the sterile field while ensuring that all other members of the surgical team adhere to aseptic technique.

The qualified candidate will have excellent eye-hand coordination, effective communication skills, an affinity for detail, and the ability to function well in stressful situations. Knowledge of human anatomy, surgical instrumentation, supplies and procedures allows the surgical technologist to function as an integral member of the surgical team. Program graduates will be eligible to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA) certification examination for designation as a Certified Surgical Technologist (CST) and will be qualified for employment in many diverse areas of the health care system, such as the following: operating rooms, emergency rooms, labor and delivery, GI and cardiac catheterization labs, ambulatory surgery centers, sterile supply, cell saver technologist, private physician's scrub surgical technologists, instrument sales representatives and veterinary assistants.

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 9355 – 113th St. N., #7709, Seminole, FL 33775, Phone (727)210-2350, www.caahep.org, upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110 Littleton, CO 80120, Phone (303)694-9262, www.arcstsa.org

Application for admission to the Surgical Technology program is based on a competitive admission process; therefore, meeting the minimum admission criteria does not guarantee acceptance into the program.

The program has a limited enrollment and students must apply for admission. An applicant may obtain an Admission Eligibility Verification and Application form from the Surgical Technology Program Manager and/or Health Sciences Administrative Assistant in the Health Sciences Center. It is the applicant's responsibility to complete the Admission Eligibility Verification and Application form correctly and submit the form to the Surgical Technology Program Manager by the deadline.

The program admits one (1) cohort each academic year in the Fall semester. The application deadline is **June 1st** or until all seats in the admission cohort have been filled.

NOTE: *If the deadline date falls on a weekend or holiday, the deadline date becomes the next business day.*

General Education Core Requirements:

- | | | | |
|---|-----|-----|-----------------------------------|
| ○ | BIO | 112 | Basic Anatomy & Physiology (4) |
| ○ | ENG | 101 | English Composition I (3) |
| ○ | MAT | 155 | Contemporary Mathematics (3) |
| ○ | PSY | 201 | General Psychology (3) |
| ○ | — | — | Humanities/Fine Arts Elective (3) |

Other Required Courses:

- | | | | |
|---|-----|-----|-------------------------|
| ○ | AHS | 102 | Medical Terminology (3) |
| ○ | BIO | 115 | Basic Microbiology (3) |

COL 105 Freshman Seminar (3) is recommended for all first time college students during their first semester.

Admission Criteria

The following must be satisfied PRIOR to submitting a Surgical Technology program application:

- Graduate of an accredited high school or possess a General Education Development (GED) certificate.
- Meet the general enrollment requirements of Central Carolina Technical College (see general college admissions requirements).
- Meet the admission requirements for Health Sciences students (see Health Sciences program requirements).
- The Registrar must have receipt of all official transcripts (including high school and all regionally accredited institutions).
- Completion of all developmental courses.
- Completion and grade of "C" or higher in general education program courses, if taken pre-admission.
- Meet one of the following entry options:

1. The Scholastic Aptitude Test (SAT): 480 (Evidence-Based Reading and Writing) and 500 (Math).
2. The American College Test (ACT): 19 composite.
3. The Test of Essential Academic Skills (TEAS): “Proficient”, “Advanced” or “Exemplary”.

Combining scores from separate tests (SAT, ACT, or TEAS) from different dates is not allowed. Test scores older than five years are not accepted. Version 5.0 of the Test of Essential Academic Skills (TEAS V) may be substituted for the TEAS. There may be a waiting time between repeat testing.

The applicants will be ranked based upon scoring on the SAT, ACT or TEAS entry option.

Additional Admission Points – will be added to an applicant’s total points, if the applicant has completed:

- AHS 102 (Medical Terminology), BIO 112 (Basic Anatomy and Physiology) and BIO 115 (Basic Microbiology) with a grade of “C” or higher prior to submitting admission application.
- A regionally accredited post-secondary degree, diploma, or certificate prior to submitting admission application. Only post- secondary degrees, diplomas, or certificates accepted by the College Registrar prior to the application deadline will be considered. Points will be awarded based on the highest degree earned. Two or more degrees will not be counted. For example, if an applicant has completed a Baccalaureate Degree as well as an Associate Degree, the applicant will only receive points for the Baccalaureate Degree or if an applicant has two Baccalaureate Degrees, the applicant will only receive points for one of the two Baccalaureate Degrees.

Developmental Courses

This program of study requires that all developmental courses must be completed prior to graduation. These developmental courses may or may not be prerequisites to courses required in the program. Developmental courses are determined by placement tests taken at the time of admission into the College. The developmental courses are MAT 013 and RWR 032. These courses do not count for credit in any program of study.

SUR courses with a laboratory/clinical practicum component may have flexible schedules. Students may be required to attend classes between the hours of 6:30 a.m. and 3:30 p.m., Monday through Friday.

Following is a list of courses required to complete this program. Since some courses are offered once a year, courses should be taken in the following sequence in order to complete the program in a timely manner.

FALL SEMESTER

FALL SEMESTER			Class	Lab	Credit
AHS	102	Medical Terminology	3	0	3
BIO	112	Basic Anatomy and Physiology*	3	3	4
SUR	101	Introduction to Surgical Technology	4	3	5
SUR	102	Applied Surgical Technology	<u>2</u>	<u>9</u>	<u>5</u>
			12	15	17

SPRING SEMESTER

BIO	115	Basic Microbiology **	3	0	3
SUR	103	Surgical Procedures I	4	0	4
SUR	123	Sterile Processing Technology***	3	0	3
SUR	125	Sterile Processing Practicum***	3.5	4.5	5
			13.5	4.5	15

SUMMER SEMESTER

SUR	104	Surgical Procedures II	4	0	4
SUR	110	Introduction to Surgical Practicum	0	15	5
			4	15	9

FALL SEMESTER

MAT	155	Contemporary Mathematics	3	0	3
SUR	111	Basic Surgical Practicum	0	21	7
—	—	Humanities/Fine Arts Elective	3	0	3
			6	21	13

SPRING SEMESTER

ENG 101	English Composition I	3	0	3
PSY 201	General Psychology	3	0	3
SUR 105	Surgical Procedures III	2	6	4
SUR 120	Surgical Seminar	<u>2</u>	<u>0</u>	<u>2</u>
		10	6	12

*BIO 210 and BIO 211 may take the place of BIO 112.

**BIO 225 may take the place of BIO 115.

***Upon successful completion of SUR 123 Sterile Processing Technology and SUR 125 Sterile Processing Practicum, the student may be eligible to take the certification exam for sterile processing.

This program is aligned with the following career cluster: Health Science.

Progression Standards-After Program Entry

Failure to meet progression standards results in suspension from the program.

- After admission, students must maintain a minimum 2.0 program GPA in program curriculum courses in order to progress.
- Must earn a minimum of a “C” or higher in each required curriculum course. Based on availability of space, students may retake program curriculum courses completed with less than a “C”.
- Must successfully complete all components of a course (theory, clinical, lab skills proficiency) in order to pass the course. Students who fail to complete a component will receive a grade of “F” for the course regardless of the time in the semester, and are not eligible to receive a “W” or “WA” through the withdrawal process.
- Students must complete all course requirements within three years of starting date of first SUR courses (SUR 101/SUR 102).
- Students are limited to two attempts at successful completion of any surgical technology program course (including Central Carolina Technical College). A withdrawal “W”, “WA” or “WF” constitutes an attempt at a program course and will count as one attempt to complete the program.
- Students must maintain current Basic Life Support (BLS) for Health Care Provider certification through the American Heart Association and submit an annual tuberculin skin test (TST) to remain in the program. Online certification/recertification is not accepted.

Transfers or Readmissions

- Students who have withdrawn or have been suspended once from the Surgical Technology program at CCTC or any other educational institution must request admission/readmission to the program.
- Students must have a cumulative program GPA of 2.0 for readmission or transfer.
- Students who have been suspended more than once will be dismissed from the Surgical Technology program and will be ineligible for admission or readmission. However, students may petition the Dean of Nursing and Health Sciences for special consideration if they have experienced extenuating circumstances. The final decision for an exception rests with the Dean.
- Students seeking transfer must meet all admission requirements and submit syllabi, course outlines, and catalogs from the former institution to the program manager for review. Transfer evaluations are considered on an individual basis.
- Students seeking transfer or readmission must follow specific guidelines to ensure theoretical knowledge and clinical competencies are current.

COURSE DESCRIPTIONS



ACCOUNTING

ACC 101 Accounting Principles I (3-0-3)

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions; adjusting and closing the financial records at the end of the accounting cycle; and preparing financial statements. Prerequisites with a grade of "XC" or higher: MAT 013 or placement into MAT 155; RWR 032 or satisfactory placement score. This course is typically taught every semester.

ACC 102 Accounting Principles II (3-0-3)

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis. Prerequisite with a grade of "C" or higher: ACC 101. This course is typically taught only in the spring and summer semesters.

ACC 124 Individual Tax Procedures (3-0-3)

This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns. Prerequisites with a grade of "XC" or higher: RWR 032 or placement into RWR 100; MAT 013 or placement into MAT 155. This course is typically taught only in the fall and summer semesters.

ACC 150 Payroll Accounting (3-0-3)

This course introduces the major tasks of payroll accounting; employment practices; federal, state, and local governmental laws and regulations; internal controls; and various forms and records. Prerequisites with a grade of "XC" or higher: MAT 013 or placement into MAT 155; RWR 032 or placement into RWR 100. This course is typically taught only in the spring semester.

ACC 201 Intermediate Accounting I (3-0-3)

This course explores fundamental processes of accounting theory, including the preparation of financial statements. Prerequisite with a grade of "C" or higher: ACC 102. This course is typically taught only in the fall semester.

ACC 230 Cost Accounting I (3-0-3)

This course is a study of the accounting principles involved in job order cost systems. Prerequisite with a grade of "C" or higher: ACC 102. This course is typically taught only in the fall semester.

ACC 240 Computerized Accounting (3-0-3)

This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports, and documents. Prerequisites with a grade of "XC" or higher: MAT 013 or placement into MAT 155 or higher; RWR

032 or placement into RWR 100. This course is typically taught only in the fall and summer semesters.

ACC 245 Accounting Applications (3-0-3)

This course introduces microcomputer accounting using data base software and/or electronic spreadsheets. Prerequisites with a grade of "C" or higher: CPT 174 and ACC 102. This course is typically taught only in the spring semester.

ACC 265 Not-For-Profit Accounting (3-0-3)

This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations. Prerequisites with a grade of "XC" or higher: MAT 013 or placement into MAT 155 or higher; RWR 032 or placement into RWR 100. This course is typically taught only in the spring semester.

AIR CONDITIONING AND HEATING

ACR 102 Tools and Service Techniques (2-3-3)

This course is a basic study of the uses and tools and service equipment used in the installation and repair of HVAC equipment.

ACR 106 Basic Electricity for HVAC/R (3-3-4)

This course includes a basic study of electricity, including Ohm's law and series and parallel circuits as they relate to heating ventilating, air conditioning, and/or refrigeration systems.

ACR 109 Tools and Service Techniques II (1-3-2)

This course is an advanced study of uses of tools and service equipment used in the installation and repair of HVAC equipment. This course includes soldering and welding techniques.

ACR 110 Heating Fundamentals (3-3-4)

This course covers the basic concepts of oil, gas, and electric heat, their components and operation.

ACR 111 Gas Heating Principles (1-6-3)

This course is a study of residential and commercial gas burners and their components. Course of study includes steam and hot water boiler piping and controls. Prerequisite with a grade of "C" or higher: ACR 252 or departmental approval.

ACR 120 Basic Air Conditioning (3-3-4)

This course is a study of various types of air conditioning equipment including electrical components, schematics, and service to the refrigerant circuit. Prerequisite with a grade of "C" or higher: ACR 106.

ACR 130 Domestic Refrigeration (3-3-4)

This course is a study of domestic refrigeration equipment. Prerequisites with a grade of "C" or higher: ACR 120, ACR 106, and ACR 140.

ACR 131 Commercial Refrigeration (3-3-4)

This course is a study of maintenance and repair of commercial refrigeration systems. Prerequisite with a grade of "C" or higher: ACR 106.

ACR 140 Automatic Controls (2-3-3)

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls. Prerequisite with a grade of "C" or higher: ACR 106.

ACR 160 Service Customer Relations (3-0-3)

This course covers how to deal with different types of customers, selling techniques, and correct record keeping.

ACR 175 EPA 608 Certification Preparation (1-0-1)

This course covers EPA guidelines and procedures required by law for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. A comprehensive review of essential material necessary to take the EPA 608 exam will be included.

ACR 201 Troubleshooting and Maintenance (2-3-3)

This course is a study of troubleshooting and maintenance of air conditioning equipment. Prerequisite with a grade of "C" or higher: ACR 252.

ACR 206 Advanced Electricity for HVAC/R (1-3-2)

This course includes a practical application of electrical circuits and electronic components in commercial and industrial refrigeration. Prerequisite with a grade of "C" or higher: ACR 106.

ACR 210 Heat Pumps (3-3-4)

This course is a study of theory and operational principles of the heat pump. Prerequisites with a grade of "C" or higher: ACR 106, ACR 140 and ACR 120.

ACR 220 Advanced Air Conditioning (3-3-4)

This course is a study of air conditioning systems with an emphasis of energy efficiency. This also covers the principles of blower door testing and duct pressure testing. Prerequisite with a grade of "C" or higher: ACR 120. This course is typically taught only in the summer semester.

ACR 223 Testing and Balancing (2-3-3)

This course covers the testing and balancing of air distribution in duct work and water flow in piping.

ACR 224 Codes and Ordinances (2-0-2)

This course covers instruction on how to reference appropriate building codes and ordinances where they

apply to installation of heating and air conditioning equipment.

ACR 225 Industrial Air Conditioning (2-3-3)

This course is a study of compressors, motors, drives, controls, heat exchangers, and other components involved in the operation and maintenance of industrial air conditioning equipment.

ACR 250 Duct Fabrication (1-6-3)

This course covers the design, fabrication, and installation of air duct systems.

ACR 252 Special Topics in Air Conditioning and Heating (1-3-2)

This course includes program capstone competency testing, customer service problems, selling techniques and correct record keeping. Prerequisite: to be taken the last semester of the BACH Program.

ALLIED HEALTH SCIENCE

AHS 102 Medical Terminology (3-0-3)

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation. Prerequisite with a grade of "XC" or higher: RWR 032 and a grade of "C" or higher: CPT 102 or satisfactory placement score.

AHS 107 Clinical Computations (2-0-2)

This course is a study of the principles and applications of computations used in the clinical setting. Prerequisites with a grade of "C" or higher: AHS 102, BIO 112 or BIO 211, CPT 101, ENG 101 or ENG 165, and MAT 155. This course is typically taught only in the fall semester.

ANTHROPOLOGY

ANT 101 General Anthropology (3-0-3)

This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primatology, human paleontology, human variation, archeology and ethnology. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

ADMINISTRATIVE OFFICE TECHNOLOGY

AOT 104 Keyboarding and Input Technologies (3-0-3)

This course focuses on the mastery of touch keyboarding and introduces new input technologies such as voice, pen and scanner.

AOT 110 Document Formatting (3-0-3)

This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies. Prerequisites with a grade of "C" or

higher: AOT 104 and CPT 101. This course is usually taught only in the spring semester.

AOT 180 Customer Service (3-0-3)

This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and non-verbal communication skills, effective telephone techniques, and cultural diversity in the workplace. Prerequisite with a grade of "C" or higher: RWR 100 or placement in ENG 101.

AOT 210 Document Production (3-0-3)

This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production. Emphasis will also be placed on speed and accuracy development. Prerequisite with a grade of "C" or higher: AOT 110. This course is typically taught only in the fall semester.

AOT 212 Medical Document Production (3-0-3)

This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production. Prerequisite with a grade of "C" or higher: AOT 110.

AOT 213 Legal Document Production (3-0-3)

This course introduces legal terminology and covers the production of documents found in the legal office environment. Emphasis is on productivity and excellence in legal document production. Prerequisite with a grade of "C" or higher: AOT 110.

AOT 251 Administrative Systems and Procedures (3-0-3)

This course covers processing information in the electronic office. Emphasis is on increasing proficiency in performing a variety of office tasks. This course is a capstone course for the Administrative Office Technology program and must be taken through Central Carolina Technical College; the student must earn a "C" or higher for graduation. Prerequisites with a grade of "C" or higher: AOT 110, AOT 180, BUS 130, and CPT 101. This course is typically taught only in the summer semester.

AOT 255 Senior Practicum (1-6-3)

This course includes practical experience in an approved office setting as well as class meetings. Emphasis is placed on such topics as career planning, ethics, attitude, and other subjects which enhance employability skills. Prerequisite with a grade of "C" or higher: AOT 251, CPT 172, CPT 174, and CPT 179. This course is typically taught only in the spring semester.

AOT 256 Office Management Skills (3-0-3)

This course emphasizes skills relative to managing office functions with emphasis on conflict resolution, confidentiality and security of records, and

supervisory/leadership skills. Prerequisite with a grade of "C" or higher: CPT 101 and RWR 100 or placement into ENG 101. This course is typically taught only in the spring semester.

ART

ART 101 Art History and Appreciation (3-0-3)

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

ART 105 Film as Art (3-0-3)

This course provides an introduction to the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

ASTRONOMY

AST 101 Solar System Astronomy (3-3-4)

This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included in the course. Prerequisite with a grade of "C" or higher: MAT 101 or placement score into MAT 102.

AST 102 Stellar Astronomy (3-3-4)

This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extra-galactic objects. Related topics of current interest are included in the course. Prerequisite with a grade of "C" or higher: MAT 101 or placement score into MAT 102.

AUTOMOTIVE TECHNOLOGY

AUT 102 Engine Repair (1-9-4)

This course is a basic study of the diagnostic procedures used to locate and repair internal engine malfunctions.

AUT 104 Engine Rebuilding (2-9-5)

This course is a study of in-shop procedures of engine disassembly and reassembly, including pertinent measurements and cylinder head preparation. Prerequisite with a grade of "C" or higher: AUT 102.

AUT 111 Brakes (2-3-3)

This course is a study of the fundamentals of hydraulics and brake components in their application to automotive brake systems.

AUT 112 Brake Systems (2-6-4)

This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders and

caliper rebuilding. Prerequisite with a grade of “C” or higher: AUT 111.

AUT 115 Manual Drive Train and Axle (2-3-3)

This course is a basic study of clutches, gearing, and manual transmission operation, including the basic study of rear axles and rear axle set up.

AUT 116 Manual Transmission & Axle (3-3-4)

This course is an advanced study of manual transmissions and transaxles, including proper overhaul procedures for axles and manual transmissions and transaxles. Prerequisite with a grade of “C” or higher: AUT 115.

AUT 122 Suspension and Alignment (2-6-4)

This course is a study of suspension and steering systems, including non-adjustable and adjustable wheel alignment angles and application of balancing and alignment equipment.

AUT 131 Electrical Systems (2-3-3)

This course is a study of the individual systems and components that when combined form the entire automobile electrical system. The course includes starting and charging systems, ignition, engine, chassis, and accessory systems as well as instruction in the proper use of electrical schematics.

AUT 132 Automotive Electricity (2-6-4)

This course is a study of electricity as used in automotive applications. This course includes dc and ac principles and their various uses in the automobile. The relationship between Ohm’s Law and actual automotive circuits is demonstrated. Prerequisite with a grade of “C” or higher: AUT 131.

AUT 133 Electrical Fundamentals (2-3-3)

This course is a study of the theories of electricity, including magnetism, series and parallel circuits, Ohm’s Law and an introduction to the use of various electrical test equipment. Prerequisite with a grade of “C” or higher: AUT 132.

AUT 141 Intro to Heating & Air Conditioning (3-3-4)

This course is a basic study of the principles of heat transfer and refrigeration in automotive technology.

AUT 145 Engine Performance (2-3-3)

This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in the course.

AUT 151 Automotive Transmission/Transaxle (2-3-3)

This course is a basic study of automotive transmission and transaxle service, including proper procedures for doing minor transmission and transaxle removal and replacement procedures.

AUT 153 Automotive Transmission Diagnosis (2-3-3)

This course is a basic study of power flow charts and their use in diagnosing automatic transmissions, including the use of pressure testing in diagnosing automatic transmission concerns. Prerequisite with a grade of “C” or higher: AUT 151.

AUT 221 Suspension and Steering Diagnosis (2-3-3)

This course covers the diagnosis and repair of front and rear suspension, using suspension diagnostic charts, shop manuals, and alignment equipment. Prerequisite with a grade of “C” or higher: AUT 122.

AUT 241 Automotive Air Conditioning (3-3-4)

This course is a study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures. Corequisite: AUT 141.

AUT 242 Electronic Climate Controls (3-3-4)

This course covers vacuum and electrical electronic controls for air delivery and compressor operation. Comfort data line and scan tool diagnosis are introduced. Circuit components are identified and service manual diagnosis is practiced. Prerequisites with a grade of “C” or higher: AUT 141 and AUT 241.

AUT 245 Advanced Engine Performance (3-6-5)

This course includes "hands-on" diagnostics, including an in-depth study and use of the oscilloscope in diagnosing engine performance problems. Prerequisite with a grade of “C” or higher: AUT 145.

AUT 262 Advanced Automotive Diagnosis and Repair (3-3-4)

This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tool and digital multi-meter operation. Prerequisite with a grade of “C” or higher: AUT 245.

BANKING AND FINANCE

BAF 201 Principles of Finance (3-0-3)

This is an introductory course to the field of finance. The monetary and credit system are examined along with how the demand for funds is met in both the public and private sector. Prerequisite with a grade of “C” or higher: ACC 101. This course is typically taught only in the spring semester.

BIOLOGY

BIO 101 Biological Science I (3-3-4)

This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell

reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology. Prerequisite with an "XC" or higher: RWR 032 or satisfactory placement score and a grade of "C" or higher: MAT 155.

BIO 102 Biological Science II (3-3-4)

This is a continuation of introductory biology which includes classification of organisms and structural and functional consideration of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized. Prerequisite with a grade of "C" or higher: BIO 101.

BIO 112 Basic Anatomy and Physiology (3-3-4)

This course is a basic integrated study of the structure and function of the human body. Topics include an overview of basic human anatomy and physiology principles, basic biochemistry concepts, cells and tissues, and the essential concepts for each of the human body systems. Prerequisites with a grade of "XC" or higher: MAT 013 and RWR 032 or satisfactory placement score.

BIO 115 Basic Microbiology (3-0-3)

This is a general course in microbiology, including epidemiology, presence, control, and identification of microorganisms. Prerequisites with a grade of "XC" or higher: MAT 013 and RWR 032 or satisfactory placement score.

BIO 203 General Genetics (3-3-4)

This course introduces major concepts in genetics at the cellular, molecular and population levels. It also reviews and expands classical Mendelian principles, the molecular nature of the gene, gene action, gene regulation, and gene frequencies in populations. Prerequisite with a grade of "C" or higher: BIO 101 or BIO 210.

BIO 205 Ecology (3-0-3)

This course introduces basic principles of population biology, ecology, and environmental science as applied to the study of the interactions between human kind and the biosphere. Prerequisite with a grade of "C" or higher: BIO 101 or NRM 101 or EVT 201. Corequisite: BIO 206.

BIO 206 Ecology Lab (0-3-1)

This ecology laboratory experience consists of discussions, demonstrations, experiments, films, and field trips pertaining to the relationships of man to the biosphere, human ecology, resource use, and environmental impact. Corequisite: BIO 205.

BIO 210 Anatomy and Physiology I (3-3-4)

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied with emphasis on organ system interactions to maintain homeostasis. The course includes general chemistry principles, biochemistry, cells

and tissues as well as extensive coverage of the following organ systems: integumentary, skeletal, muscular, nervous and special senses. Prerequisite with a grade of "XC" or higher: RWR 032 or satisfactory placement score, and a grade of "C" or higher: MAT 155 and BIO 101 or BIO 112 or satisfactory placement score.

BIO 211 Anatomy and Physiology II (3-3-4)

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied with emphasis on physiological interactions to maintain homeostasis. The course includes extensive coverage of the following systems: endocrine, lymphatic, immune, circulatory, respiratory, digestive, urinary and reproductive. Prerequisite with a grade of "C" or higher: BIO 210.

BIO 225 Microbiology (3-3-4)

This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification. Also included is prokaryotic form and function. Prerequisite with a grade of "C" or higher: BIO 101 or BIO 210.

BIO 240 Nutrition (3-0-3)

This course is an introduction to the essential aspects concerning the science nutrition. Particular emphasis is on the classes of nutrients and their physiological uses in the body. Body energy requirements and the nutritional status of the world are considered. Prerequisite with a grade of "C" or higher: BIO 101 or BIO 112 or BIO 210.

BUSINESS

BUS 101 Introduction to Business (3-0-3)

This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled. Prerequisite with a grade of "XC" or higher: RWR 032 or satisfactory placement score. This course is typically taught every semesters.

BUS 110 Entrepreneurship (3-0-3)

This course is an introduction to the process of starting a small business, including forms of ownership and management. Prerequisite with a grade of "XC" or higher: RWR 032 or placement into RWR 100. This course is typically taught only in the spring semester.

BUS 121 Business Law I (3-0-3)

This course is a study of legal procedures, law and society; classifications and systems of law; the tribunals administering justice and their actions; contracts; sales; transfer of titles; rights and duties of the parties; conditions; and warranties. Prerequisite with a grade of "XC" or higher: RWR 032 or placement into RWR 100.

This course is typically taught only in the fall and spring semesters.

BUS 128 Employment Law (3-0-3)

This course covers the overall employment law with emphasis on employment relationship and liability, employment discrimination, and current trends in the regulatory aspect of employment. Prerequisite with a grade of "XC" or higher: RWR 032 or placement into RWR 100. This course is typically taught online in the spring semester.

BUS 130 Business Communications (3-0-3)

This course covers the application of communication skills to situations routinely encountered in business environments. Prerequisites with a grade of "C" or higher: CPT 102 or placement into CPT 101; RWR 100 or placement in ENG 101. This course is typically taught only in the spring semester.

BUS 136 Compensation and Benefits Analysis (3-0-3)

This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems within the organization. Prerequisite with a grade of "XC" or higher: RWR 032 or placement into RWR 100. This course is typically taught online in the spring semester.

BUS 210 Introduction to E-Commerce in Business (3-0-3)

This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online. This course is typically taught only in the spring semester. Prerequisite with a grade of "XC" or higher: RWR 032 or placement into RWR 100. This course is typically taught only in the spring semester.

BUS 250 Introduction to International Business (3-0-3)

This is a survey course in international business designed to enhance the global perspective of business students. Emphasis is placed on the legal, cultural, economic, and political factors faced in operating an international business. Prerequisite with a grade of "C" or higher: BUS 101 or MGT 101. This course is typically taught only in the fall semester.

BUS 268 Special Projects in Business (3-0-3)

This course includes research, reporting, and special activities for successful employment in the business world. Emphasis is placed on combining a practical project or assignment that will provide business experience along with relevant college research, reading and assignments. Student projects and course requirements must be approved and monitored by the

Management Department Chair. Prerequisite with a grade of "C" or higher: BUS 101 or MGT 101. This course is typically taught every semester.

CHEMISTRY

CHM 110 College Chemistry I (3-3-4)

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Prerequisites with a grade of "C" or higher: MAT 102 or placement into MAT 110.

CHM 111 College Chemistry II (3-3-4)

This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, electrochemistry, and nuclear chemistry. Prerequisite with a grade of "C" or higher: CHM 110.

COLLEGE ORIENTATION

COL 105 Freshman Seminar (3-0-3)

This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the college. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills. New transfer students are also encouraged to complete this course to assist in familiarity with CCTC Student Support and Resources.

COL 110 Information Literacy (1-0-1)

This course provides students with the foundational skills needed to effectively locate, evaluate, utilize, paraphrase, and cite information found in print, electronic, and other source types.

COMPUTER TECHNOLOGY

CPT 101 Introduction to Computers (3-0-3)

This course covers basic computer history, theory, and applications, including word processing, spreadsheets, data bases, and the operating system. Presentation graphics and the Internet will also be covered. Prerequisites with a grade of "XC" or higher: RWR 032 and a grade of "C" or higher: CPT 102 or satisfactory placement score.

CPT 102 Basic Computer Concepts (3-0-3)

This course includes the basic use of a computer with an overview of computer terminology and provides a basic foundation in software.

CPT 114 Computers and Programming (3-0-3)

This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory, and input/output devices. Programming is done in a modern high-level language. Prerequisites with a grade of "XC" or higher: MAT 013 and RWR 032 or no reading required.

CPT 172 Microcomputer Database (3-0-3)

This course introduces microcomputer database concepts, including generating reports from data base, creating, maintaining, and modifying data bases. Prerequisite with a grade of "XC" or higher: MAT 013 and a grade of "C" or higher: CPT 101. This course is typically taught only in the spring and summer semesters.

CPT 174 Microcomputer Spreadsheets (3-0-3)

This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs. Prerequisites with a grade of "C" or higher: CPT 101 and MAT 155.

CPT 176 Microcomputer Operating Systems (3-0-3)

This course covers operating system concepts of microcomputers including file maintenance, disk organization, batch files, and subdirectory concepts. Prerequisite with a grade of "C" or higher: CPT 209. This course is typically taught only in the fall and spring semesters.

CPT 179 Microcomputer Word Processing (3-0-3)

This course introduces microcomputer word processing. Topics include creating, editing, formatting, and printing documents. In addition, the theory and implementation of current operating system will be covered. Prerequisites with a grade of "C" or higher: CPT 101; AOT 104 or equivalent knowledge of the keyboard. This course is typically taught only in the spring semester.

CPT 187 Object-Oriented Logic & Design (3-0-3)

This is a study in the planning and implementation of object-oriented programs. Prerequisite with a grade of "C" or higher: CPT 114. This course is typically taught only in the fall and spring semesters.

CPT 188 Mobile App Development (3-0-3)

This course is a study of mobile app development. Students will learn to develop and test applications designed for mobile devices such as tablet computers and/or smartphones. Topics include building views, program code development, and application testing on a device simulator. Prerequisite with a grade of "C" or higher: CPT 237 or departmental approval. This course is typically taught only in the fall semester.

CPT 208 Special Topics in Computer Technology(3-0-3)

This course focuses on changes in computer technology.

CPT 209 Computer Systems Management (3-0-3)

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting. Authorized A+ certification courseware will be used. Prerequisite with a grade of "XC" or higher: RWR 032 and a grade of "C" or higher: CPT 114 or concurrent enrollment..

CPT 236 Introduction to Java Programming (3-0-3)

This course is an introduction to Java programming. Topics will cover Java syntax and classes for use in development of JAVA applications and applets. Prerequisites with a grade of "C" or higher: CPT 114 and MAT 102; or departmental approval. This course is typically taught only in the spring semester.

CPT 237 Advanced Java Programming (3-0-3)

This course is a study in advanced topics of the Java programming language by building on a basic knowledge of the Java language. Topics covered will include multi-threading, swing classes, swing event models, advanced layout managers, the Javabeen component model, network programming and server-side programming. Prerequisites with a grade of "C" or higher: CPT 236; and MAT 102 or departmental approval. This course is typically taught only in the summer semester.

CPT 238 Internet Scripting (3-0-3)

This course is a study of internet programming including the syntax of scripting languages and internet programming concepts and examines topics related to client-side scripting language programming as well as introducing topics related to server-side scripting. Prerequisites with a grade of "C" or higher: CPT 114 and IST 222. This course typically taught only in the spring semester.

CPT 242 Database (3-0-3)

This course introduces data base models and the fundamentals of data base design. Topics include data base structure, data base processing, and application programs which access a data base. Prerequisite with a grade of "C" or higher: MAT 155 and CPT 172. This course is typically taught only in the summer semester.

CPT 264 Systems and Procedures (3-0-3)

This course covers the techniques of system analysis, design, development, and implementation. The course uses a case study to show the design, development and implementation of a business system. This course is a capstone course for the Computer Technology program and must be taken through Central Carolina Technical College. Prerequisites with a grade of "C" or higher: CPT

237, CPT 242, IST 245 or departmental approval. This course is typically taught only in the spring semester.

CPT 280 SCWE in Computer Technology (0-9-3)

This course integrates computer technology skills within an approved worksite related to the computer industry (with advisor's permission).

CPT 282 Information Systems Security (3-0-3)

This course is the study of the protection of information and equipment in computer systems. Topics include all aspects of systems protection, including physical security, hardware, software and communications security. Addresses technical, legal, and ethical issues. Prerequisites with a grade of "C" or higher: CPT 176 and IST 267.

CRIMINAL JUSTICE TECHNOLOGY

CRJ 101 Introduction to Criminal Justice (3-0-3)

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies. This course is typically taught only in the fall semester.

CRJ 115 Criminal Law I (3-0-3)

This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101. This course is typically taught only in the fall semester.

CRJ 120 Constitutional Law (3-0-3)

This course covers the analysis of the historical development of the U. S. Constitution and the relationship of rights contained therein to the state and the individual. The application of the Bill of Rights to federal and state systems is examined, as are recent constitutional law decisions of the United States Supreme Court using the case method of study. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101. This course is typically taught only in the spring semester.

CRJ 125 Criminology (3-0-3)

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101 and CRJ 101. This course is typically taught only in the spring semester.

CRJ 145 Juvenile Delinquency (3-0-3)

This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment. Prerequisite with a grade of "C" or higher: RWR 100 or placement in ENG 101. This course is typically taught only in the summer semester.

CRJ 202 Criminalistics (3-0-3)

This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms' identifications, pathology, toxicology, ballistics, and clandestine operations. Prerequisite with a grade of "C" or higher: CRJ 101. This course is typically taught only in the summer semester.

CRJ 220 Judicial Process (3-0-3)

This course includes an overview of the law-making function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases and the question of reform for the administration of justice. Prerequisite with a grade of "C" or higher: CRJ 101 or LEG 135. This course is typically taught only in the fall semester.

CRJ 222 Ethics in Criminal Justice (3-0-3)

This course is a study of the application of ethical theories to the criminal justice profession. Prerequisite with a grade of "C" or higher: CRJ 101. This course is typically taught only in the fall semester.

CRJ 224 Police Community Relations (3-0-3)

This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics is studied, including citizen involvement in crime prevention and police officer interpersonal relations. Prerequisite with a grade of "C" or higher: CRJ 101. This course is typically taught only in the fall semester.

CRJ 236 Criminal Evidence (3-0-3)

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice. Prerequisite with a grade of "C" or higher: CRJ 101 or LEG 135. This course is typically taught only in the spring semester.

CRJ 242 Correctional Systems (3-0-3)

This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release. Prerequisite with a grade of "C" or higher: CRJ 101. This course is typically taught only in the spring semester.

CRJ 244 Probation, Pardon, and Parole (3-0-3)

This course is a study of the development, organization, operation, and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied in the course. Prerequisite with a grade of "C" or higher: CRJ 101. This course is typically taught only in the spring semester.

CRJ 250 Criminal Justice Internship I (0-9-3)

This course includes practical experience in a criminal justice or private security setting. Prerequisites: Successful completion of 45 hours of curriculum work with a GPA of 3.0 or higher, ENG 101 with a grade of "C" or higher, and approval of the CRJ Internship Coordinator.

CRJ 260 Seminar in Criminal Justice (3-0-3)

This course includes a study of new trends in criminal justice. CRJ 260 is a capstone course and must be taken in the last semester of the program. Prerequisite with a grade of "C" or higher: CRJ 101. This course is typically taught only in the spring semester.

CRJ 281 Police Science I (3-0-3)

Course topics include but are not limited to: Intro to Criminal Law, Courts, Crimes, and Procedures, First Amend., Basic Patrol Operations, & Traffic Law. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

CRJ 282 Police Science II (3-0-3)

Course topics include but are not limited to: Domestic Violence, Juv. Procedures, & Victimology. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

CRJ 283 Police Science III (3-0-3)

Course topics include but are not limited to: Report Writing, Interviewing, Officer Survival, Drug Enforcement, and Crime Scene & Physical Evidence. After successful completion of this course, student will be eligible to complete the SCCJA certification exam for these instructional blocks.

CRJ 284 Police Science IV (3-0-3)

Course topics include but are not limited to: Basic Collision Investigations, Uniform Traffic Ticket, Vehicle Tactics, and Mind Armor. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks.

COOPERATIVE WORK EXPERIENCE**CWE 112 Cooperative Work Experience I (0-10-2)**

This course includes cooperative work experience in an approved setting (with faculty advisor permission).

CWE 113 Cooperative Work Experience I (0-15-3)

This course includes cooperative work experience in an approved setting (with faculty advisor permission).

EARLY CARE AND EDUCATION**ECD 101 Introduction to Early Childhood (3-0-3)**

This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values, and practical applications based on historical and theoretical models in early care and education are highlighted in this course.

ECD 105 Guidance-Classroom Management (3-0-3)

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive pro-active approach is stressed in the course. Prerequisite with a grade of "C" or higher: ECD 101 or concurrent enrollment. This course is typically taught only in the spring semester.

ECD 107 Exceptional Children (2-3-3)

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, and community resources serving exceptional children; the teacher's role in mainstreaming and early identification; and federal legislation affecting exceptional children. Prerequisite with a grade of "C" or higher: ECD 203. This course is typically taught only in the fall and spring semesters.

ECD 108 Family and Community Relations (3-0-3)

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills. Prerequisites with a grade of "C" or higher: ECD 203, ENG 101; and successful completion or concurrent enrollment in ECD 105. This course is typically taught only in the fall semester.

ECD 109 Administration and Supervision (3-0-3)

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff, and parents. Prerequisite with a grade of

"C" or higher: RWR 100 or placement into ENG 101; Completion of or concurrent enrollment in ECD 101.

ECD 131 Language Arts (3-0-3)

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading, and prewriting skills through planning, implementation, and evaluation of media, methods, techniques, and equipment. Methods of selection, evaluation, and presentation of children's literature are included. Prerequisites with a grade of "C" or higher: ECD 101 and EDU 204 or concurrent enrollment. This course is typically taught only in the fall semester.

ECD 132 Creative Experiences (3-0-3)

In this course the importance of creativity and independence in creative expression is stressed. A variety of age-appropriate media, methods, techniques, and equipment is utilized. Students plan, implement, and evaluate instructional activities. Prerequisites with a grade of "C" or higher: EDU 204; and successful completion of or concurrent enrollment in ECD 133. This course is typically taught only in the summer semester.

ECD 133 Science and Math Concepts (3-0-3)

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials. Prerequisites with a grade of "C" or higher: EDU 204 and MAT 155 or placement into MAT 101. Completion or concurrent enrollment ECD 203. This course is typically taught only in the spring semester.

ECD 135 Health, Safety, and Nutrition (3-0-3)

This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course. Prerequisites with a grade of "C" or higher: ECD 131 and EDU 204. This course is typically taught in the only in the summer semester.

ECD 200 Curriculum Issues in Infant and Toddler Development (3-0-3)

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course. Prerequisite with a grade of "C" or higher: EDU 204. This course is typically taught only in the spring semester.

ECD 201 Principles of Ethics and Leadership (3-0-3)

This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, and the community and society. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

ECD 203 Growth and Development II (2-3-3)

This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course. Prerequisites with a grade of "C" or higher: EDU 204; and successful completion of or concurrent enrollment in ECD 101. This course is typically taught only in the spring semester.

ECD 205 Socialization and Group Care of Infants and Toddlers (3-0-3)

This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments. Prerequisite with a grade of "C" or higher: EDU 204. This course is typically taught only in the summer semester.

ECD 207 Inclusive Care for Infants and Toddlers (3-0-3)

This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion etiology, federal legislation, family partnerships, multicultural considerations, and optimal development. Prerequisite with a grade of "C" or higher: EDU 204.

ECD 237 Methods and Materials (2-3-3)

This course includes an overview of developmentally-appropriate methods and materials for planning, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area. Prerequisites with a grade of "C" or higher: ECD 133, ECD 203 and successful completion of or concurrent enrollment in ECD 135, and EDU 230; completion of 18 semester hours of Early Childhood Development courses. This course is typically taught only in the fall semester.

ECD 243 Supervised Field Experience I (1-6-3)

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices. Prerequisite with a grade of "C" or higher: ECD 237. This course is typically taught only in the spring semester.

ECD 251 Supervised Field Experiences in Infant/Toddler Environment (1-6-3)

This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of infants and toddlers. Prerequisites with a grade of "C" or higher: ECD 237 and successful completion of or concurrent enrollment in ECD 200 and ECD 205; completion of 19 semester hours of Early Childhood Development courses. This course is typically taught only in the spring semester.

ECONOMICS

ECO 210 Macroeconomics (3-0-3)

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth. Prerequisite with a grade of "XC" or higher: RWR 032 or satisfactory placement score and a grade of "C" or higher: MAT 101. This course is typically taught every semester.

ECO 211 Microeconomics (3-0-3)

This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade. Prerequisite with a grade of "XC" or higher: RWR 032 or satisfactory placement score and a grade of "C" or higher: MAT 101. This course is typically taught every semester.

EDUCATION

EDU 102 Professional Preparation for Education Careers (3-0-3)

This course is designed to prepare students for careers in the education profession, including information literacy skills, PRAXIS preparation, academic and education career goals, recognition of appropriate resources for education majors, and preparation for professional program admission/success. Prerequisites with a grade of "C" or higher: ENG 101 and MAT 102.

EDU 201 Classroom Inquiry with Technology (3-0-3)

This course explores teaching as a data driven, reflective practice. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. Prerequisite with a grade of "C" or higher: CPT 102 or placement into CPT 101.

EDU 204 The Young Child: Development, Care, & Education (Birth to 3 years) (3-3-4)

Provides students with a basic understanding of infant & toddler development and care from an ecological perspective. Assessment of children is emphasized. Students are required to participate in a practicum in infant & toddler development and care which includes service learning. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. Prerequisite with a grade of "XC" or higher: RWR 032 or placement into RWR 100. Student must contact Early Care and Education Program advisor prior to registration to complete required paperwork. This course is typically taught only in the fall and spring semesters.

EDU 230 Schools in Communities (3-3-4)

This course provides students with a basic understanding social, political, and historical aspects of diverse educational institutions in American culture with an emphasis on families, schools, and communities. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. Prerequisite with a grade of "C" or higher: ENG 101 or concurrent enrollment. Student must contact Early Care and Education Department Chair prior to registration to complete required paperwork.

EDU 241 Learners & Diversity (3-3-4)

This course is a study of lifespan development and learning with an emphasis on individual & group diversity. The students are required to participate in a field experience. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. Prerequisites with a grade of "C" or higher: ECD 203 and ENG 101 or concurrent enrollment. Student must contact Early Care and Education Department Chair prior to registration to complete required paperwork.

ELECTRICITY (MECHATRONICS)

EEM 111 DC Analysis (2-3-3)

This course is a study of the basic mathematical operations that apply to DC circuits. Emphasis is placed on the interpretation and solution of basic laws, multiple load circuits, and power problems associated with DC circuits. This course is typically taught only in the fall semester.

EEM 116 AC Circuits (3-3-4)

This course is a study of the characteristics of alternating current and voltage in resistors, capacitors and inductors. Series, parallel, and complex circuits are covered. Circuits are constructed and tested. Prerequisite with a grade of

“XC” or higher: MAT 013 or placement into MAT 155 and a grade of “C” or higher: EEM 111. This course is typically taught only in the spring semester.

EEM 250 Programmable Logic Controller (3-3-4)

This course is a study of programmable control systems with emphasis on basic programming techniques. Additional topics such as interfacing, data manipulation and report generation will be covered. Prerequisite with a grade of “C” or higher: EEM 251. This course is typically taught only in the fall semester.

EEM 251 Programmable Controllers (2-3-3)

This course is an introduction to programmable controls systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered. Prerequisites with a grade of “C” or higher: EEM 111 and EEM 116. This course is typically taught only in the summer semester.

EEM 252 Programmable Controllers Applications (2-3-3)

This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated, and tested. Prerequisite with a grade of “C” or higher: EEM 250 and EEM 251. This course is typically taught only in the spring semester.

EEM 271 Sensors and System Interfacing (1-3-2)

This course includes an introduction to various types of sensors and how they interface with computers and programmable logic controllers. Emphasis is placed on interfacing the computer or controller with machines to accomplish a task. Prerequisite with a grade of “C” or higher: EEM 251. This course is typically taught only in the fall semester.

ENGINEERING TECHNOLOGY

EGR 106 Science and Technology I (4-0-4)

This course will cover the relationship of the technical applications and measurements of force, work, rate, and resistance to the underlying physical concept in mechanical, electrical, fluid, and thermal systems. Prerequisite with a grade of “C” or higher: EGR 170. This course is typically taught only in the fall semester.

EGR 170 Engineering Materials (2-3-3)

This course is a study of the properties, material behaviors, and applications of materials used in engineering structures and products. Basic principles of material behavior and selection, metallurgy and heat treating will be covered as well as major types of plastics and their properties. Prerequisite with a grade of “C” or higher: MAT 155. This course is typically taught only in the summer semester.

EGR 175 Manufacturing Processes (3-0-3)

This course includes the processes, alternatives, and operations in the manufacturing environment. The student is taught the advantages, disadvantages, and conditions under which process would be used. This course is typically taught only in the summer semester.

EGR 194 Statics and Strength of Materials (4-0-4)

This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials. Prerequisite with a grade of “C” or higher: EGR 106. This course is typically taught only in the spring semester.

ENGINEERING DESIGN TECHNOLOGY

EGT 105 Basic Civil Drafting (1-3-2)

This course covers the application of drawing techniques of structures, map topography, and other civil applications. Prerequisite with a grade of “C” or higher: EGT 152. This course is typically taught only in the spring semester.

EGT 106 Print Reading and Sketching (3-0-3)

This course covers the interpretation of basic engineering drawings and sketching techniques for making multi-view pictorial representations. This course is typically taught only in the fall semester.

EGT 130 Geometric Dimensioning & Tolerancing Applications (2-3-3)

This course covers interpreting, calculating tolerances, inspecting, computing geometrics of rejected parts, and analyzing the concepts of geometric control. Prerequisite with a grade of “C” or higher: EGT 152. This course is typically taught only in the summer semester.

EGT 151 Introduction to CAD (2-3-3)

This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings. This course is typically taught only in the fall semester.

EGT 152 Fundamentals of CAD (2-3-3)

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. Prerequisite with a grade of “C” or higher: EGT 151. This course is typically taught only in the spring semester.

EGT 156 Intermediate CAD Applications (2-3-3)

This course builds on the fundamentals of computer-aided drafting and includes such concepts as 3D modeling and user interface customization. This course also provides the foundation for advanced computer-aided drafting concepts and applications. Prerequisite

with a grade of "C" or higher: EGT 152. This course is typically taught only in the summer semester.

EGT 172 Electronic Drafting (1-3-2)

This course provides familiarization with a system to create electronic schematics and wiring diagrams. Prerequisite with a grade of "C" or higher: EGT 152. This course is typically taught only in the fall semester.

EGT 220 Structural and Piping Applications (3-3-4)

This advanced drawing course covers structural steel and process piping applications. Prerequisite with a grade of "C" or higher: EGT 152. This course is typically taught only in the spring semester.

EGT 225 Architectural Drawing Applications (3-3-4)

This is an advanced drawing course for architectural applications. Prerequisite with a grade of "C" or higher: EGT 152. This course is typically taught only in the fall semester.

EGT 252 Advanced CAD (2-3-3)

This course covers advanced concepts of CAD software and applications. Prerequisite with a grade of "C" or higher: EGT 152. This course is typically taught only in the fall semester.

EGT 255 Applications of Advanced CAD (1-3-2)

This course includes the skills of solid modeling instruction in an appropriate programming language. Prerequisite with a grade of "C" or higher: EGT 252. This course is typically taught only in the spring semester.

ELECTRONICS (MECHATRONICS)

ELT 108 Electrical Machines (2-3-3)

This course covers electrical machines and motors (AC and DC), along with generators and transformers. Prerequisites with a grade of "C" or higher: EEM 111 and EEM 116. This course is typically taught only in the Summer Semester.

ELT 208 Introduction to Robotics (2-3-3)

This is an introductory course covering the basic concepts and limitations of industrial robots. The course includes terminology, sensing devices, methods of controlling robots, and interfacing. Prerequisite with a grade of "C" or higher: EEM 251. This course is typically taught only in the spring semester.

ENGLISH

ENG 101 English Composition I (3-0-3)

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented. Prerequisite

with a grade of "C" or higher: RWR 100 or placement into ENG 101.

ENG 102 English Composition II (3-0-3)

This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included. Prerequisite with a grade of "C" or higher: ENG 101.

ENG 165 Professional Communications (3-0-3)

This course develops practical written and oral professional communication skills. Prerequisite with a grade of "XC" or higher: RWR 032 or placement into ENG 165.

ENG 203 American Literature Survey (3-0-3)

This (college transfer) course is a survey of American Literature: major authors, genres, and periods. Prerequisite with a grade of "C" or higher: ENG 102.

ENG 205 English Literature I (3-0-3)

This is a (college transfer) course in which the following topics are presented: the study of English literature from the Old English Period to the Romantic Period with emphasis on major writers and periods. Prerequisite with a grade of "C" or higher: ENG 102.

ENG 206 English Literature II (3-0-3)

This is a (college transfer) course in which the following topics are presented: the study of English literature from the Romantic Period to the present with emphasis on major writers and periods. Prerequisite with a grade of "C" or higher: ENG 102.

ENG 207 Literature for Children (3-0-3)

This course provides an introduction to children's literature in America through an examination of picture books & novels that depict Americans of various backgrounds and experiences. It focuses on defining quality in children's book writing & illustration, and assessing concerns in the field. Prerequisite with a grade of "C" or higher: ENG 102.

ENG 208 World Literature I (3-0-3)

This (college transfer) course is a study of masterpieces of world literature in translation from the ancient world through the sixteenth century. Prerequisite with a grade of "C" or higher: ENG 102.

ENG 209 World Literature II (3-0-3)

This (college transfer) course is a study of masterpieces of world literature in translation from the seventeenth century to the present. Prerequisite with a grade of "C" or higher: ENG 102.

ENG 214 Fiction (3-0-3)

This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. Prerequisite with a grade of "C" or higher: ENG 102.

ENG 220 20th and 21st Century Literature (3-0-3)

This course is a study of literature, primarily American and British, since World War II. Emphasis will be on contemporary literature. Prerequisite with a grade of "C" or higher: ENG 102.

ENG 228 Studies in Film Genre (3-0-3)

This course is a critical examination of significant films. Films representing a variety of genres (western, film noir, screwball comedy, etc.) and countries will be viewed and analyzed. Prerequisite with a grade of "C" or higher: ENG 101.

ENG 236 African American Literature (3-0-3)

This (college transfer) course is a critical study of African American literature examined from historical, social, and psychological perspectives. Prerequisite with a grade of "C" or higher: ENG 102.

ENVIRONMENTAL ENGINEERING TECHNOLOGY

EVT 102 Basic Water Treatment (3-0-3)

This course will enable the student to have a general concept of groundwater and surface water treatment techniques as well as the physical and chemical unit processes applied to drinking water treatment and the daily routine tasks associated with the operation of potable water supply systems. This course is typically taught only in the spring semester.

EVT 103 Basic Water Distribution (3-0-3)

This course is the study of the water distribution system, which stores and delivers potable water to the customer. Storage, pipes, safety, and the general overview of typical distribution systems will be included. This course is typically taught only in the summer semester.

EVT 108 Basic Physical Chemical Wastewater (3-0-3)

This course is the study of the major types of physical and chemical treatment processes and routine operational control tasks associated with industrial wastewater treatment systems. This course is typically taught only in the spring semester.

EVT 109 Basic Biological Wastewater (3-0-3)

This course encompasses the biological treatment processes with respect to preliminary, primary, and secondary treatment and surrounding operational tasks associated with fixed media and suspended media in biological wastewater treatment systems. This course is typically taught only in the summer semester.

EVT 110 Introduction to Treatment Facilities (3-0-3)

This course covers the physical, chemical, and biological principles of operation of water and wastewater treatment systems. The basic unit processes, control parameters, and mathematical problem-solving related to collection systems, treatment facilities, and distribution systems are introduced. This course is typically taught only in the summer semester.

EVT 201 Environmental Science (3-0-3)

This course is an introduction to the basic principles of environmental science including ecology, energy, resources, waste management, air, water, and soil pollution. This course is typically taught only in the fall semester.

EVT 206 Introduction to Environmental Compliance (3-0-3)

This course covers an introduction to regulatory concepts and requirements for compliance with environmental regulations by governmental and non-governmental entities. This course is typically taught only in the fall semester.

EVT 220 Environmental Biology II (3-0-3)

This course is a study of environmental biology, including ecological systems and toxicology. This course is typically taught only in the fall semester.

EVT 223 Environmental Sampling Analysis (3-0-3)

This is an introductory course in the fundamental principles of sampling and laboratory analysis as it relates to environmental quality and pollution control. Analytical and sampling techniques are studied and demonstrated in the laboratory. This course is typically taught only in the fall semester in hybrid format.

EVT 225 Best Management Practices Applications (3-0-3)

This course will enable students to identify best management practices in the fields of resource conservation and pollution prevention. This course is typically taught only in the spring semester.

EVT 251 Health Effects/Hazardous Materials (3-0-3)

This course covers the means by which chemicals in the environment or the workplace may enter the human body and cause detrimental effects. Types of protective clothing and equipment used to reduce the hazard of exposure to such materials are included. This course is typically taught only in the spring semester.

EVT 253 Occupational Environmental, Safety, and Health Concepts (3-0-3)

This course is designed to explain how various occupational environmental, safety, and health regulations and practices apply to the workplace setting.

This course is typically taught only in the summer semester.

EVT 254 Industrial Safety and Emergency Response (3-0-3)

This course covers state and federal regulations related to worker safety, industrial hygiene, and response to emergency situations. Emphasis is placed on response to releases of hazardous materials and hazard prevention. This course is typically taught only in the fall semester.

EVT 255 Solid and Hazardous Waste (3-0-3)

This course will enable students to identify the hierarchy of solid and hazardous waste, the waste stream, pollution prevention and disposal strategies. Students will explain the requirements of federal, state, and local regulations related to solid and hazardous waste. This course is typically taught only in the spring semester.

EVT 257 Environmental, Health, and Safety Management Systems (3-0-3)

This course investigates environmental, safety, and health management systems. Topics will include six sigma, root cause analysis, and accident investigation. Coursework will also introduce students to environmental and safety sampling and analysis using basic biostatistics. This course is typically taught only in the summer semester.

EVT 260 Air Pollution Control Systems (3-0-3)

This course covers air quality problems, federal and state regulatory mechanisms, and the types of emission control technology currently available. Monitoring emissions and ambient air quality are addressed. This course is typically taught only in the spring semester.

FORESTRY

FOR 154 Mensuration (3-0-3)

This course is a study of the techniques and instruments used in the measurement of standing or harvested trees. The use of log rules, volume tables, yield tables, and elementary statistics are included. This course is typically taught only in the spring semester.

FOR 210 Forest Utilization and Care (3-0-3)

This course is a study of the utilization and care of forests as related to forestry, recreation, wildlife, and watershed management. This course is typically taught only in the fall semester.

GEOGRAPHY

GEO 102 World Geography (3-0-3)

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, Asia and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political

systems. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

HEALTH INFORMATION MANAGEMENT

HIM 103 Introduction to Health Information and Coding (3-0-3)

This course focuses on the principles of health information management and explores basic concepts in diagnostic and procedural coding and classification systems. Prerequisites with a grade of "XC" or higher: MAT 013 and RWR 032 or satisfactory placement score. This course is typically taught only in the fall semester.

HIM 104 Anatomy and Physiology for Medical Record Coding (3-0-3)

This course is a study of the structure and functions of the human body in order to prepare coders to extract clinical information from medical records. Emphasis is placed on the proper use of anatomical terms in the medical coding environment. Prerequisites with a grade of "XC" or higher: MAT 013 and RWR 032 or satisfactory placement score. BIO 112 or BIO 211 can be substituted for this course. This course is typically taught only in the fall semester.

HIM 105 Medical Office Communication and Practices (3-0-3)

This course is the study of the principles of effective medical office communication with an emphasis on specific job responsibilities and communication skills needed in order to be successful in the health care industry. Prerequisites with a grade of "C" or higher: HIM 110, HIM 130, HIM 137, HIM 140, and HIM 266. This course is typically taught only in the summer semester.

HIM 110 Health Information Science I (3-0-3)

This course provides an in-depth study of the content, storage, retrieval, control and retention of health information systems. Prerequisites with a grade of "C" or higher: AHS 102, HIM 104 or BIO 112 or BIO 211, HIM 103, HIM 135, and HIM 216 or departmental approval. This course is typically taught only in the spring semester.

HIM 115 Medical Records and the Law (2-0-2)

This course provides an introduction to the study of laws applicable to the health care field with emphasis in health information practices. Prerequisites with a grade "C" or higher: HIM 110, HIM 130, HIM 137, HIM 140, and HIM 266 or departmental approval. This course is typically taught only in the summer semester.

HIM 130 Billing and Reimbursement (3-0-3)

This course provides an introduction to medical insurance billing and practices with emphasis on the primary payers such as Medicare and Medicaid.

Prerequisites with a grade of "C" or higher: AHS 102, HIM 104 or BIO 112 or BIO 211, HIM 103, HIM 135, and HIM 216 or departmental approval. This course is typically taught only in the spring semester.

HIM 135 Medical Pathology (3-0-3)

This course is a study of disease processes, general classification of disease, including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment, including surgical and/or chemical intervention, and terminology. Prerequisites with a grade of "XC" or higher: MAT 013 and RWR 032 or satisfactory placement score. This course is typically taught only in the fall semester.

HIM 137 Pharmacology for Coders (1-0-1)

This course is a study of therapeutic agents in relation to medical record coding and reimbursement issues. Prerequisites with a grade of "C" or higher: AHS 102, HIM 104 or BIO 112 or BIO 211, HIM 103, HIM 135, and HIM 216. This course is typically taught only in the spring semester.

HIM 140 Current Procedural Terminology (3-0-3)

This course provides a basic study of the CPT and HCPCS coding and classification system particular to the physician's office setting. Students will learn how to assign codes to capture the professional component of services provided. Prerequisites with a grade of "C" or higher: AHS 102, HIM 104 or BIO 112 or BIO 211, HIM 103, HIM 135, and HIM 216. This course is typically taught only in the spring semester.

HIM 150 Coding Practicum I (3-0-3)

This course provides clinical practice in the application of basic coding and classification system guidelines in selected health care facilities. Prerequisites with a grade of "C" or higher: HIM 110, HIM 130, HIM 137, HIM 140, and HIM 266. This course is typically taught only in the summer semester.

HIM 216 Coding and Classification I (3-0-3)

This course includes a study of disease and procedural coding and classification systems. Prerequisites with a grade of "XC" or higher: MAT 013 and RWR 032 or satisfactory placement score. This course is typically taught only in the fall semester.

HIM 225 Coding and Classification II (3-0-3)

This course provides a study of advanced coding and classification systems. Prerequisites with a grade of "XC" or higher: MAT 013 and RWR 032 or satisfactory placement score, and departmental approval. This course is typically taught only in the fall semester.

HIM 228 Coding Seminar (2-0-2)

This course is a study of specific assigned coding projects. The focus is on resume preparation, interviewing skills, HIM job searching, and certification examination

preparation. Prerequisites with a grade of "C" or higher: HIM 110, HIM 130, HIM 137, HIM 140, and HIM 266. This course is typically taught only in the summer semester.

HIM 250 Coding and Classification III (3-0-3)

This course is the study of ICD-10-CM, ICD-10-PCS, and the coding guidelines and procedures associated with this classification system. Prerequisites with a grade of "C" or higher: AHS 102, HIM 104 or BIO 112 or BIO 211, HIM 216, HIM 225, and departmental approval. This course is typically taught only in the spring semester.

HIM 266 Computers in Health Care (3-0-3)

This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security of data in computer systems, record linkage, and data sharing concepts. Prerequisites with a grade of "C" or higher: AHS 102, HIM 104 or BIO 112 or BIO 211, HIM 103, HIM 135, and HIM 216. This course is typically taught only in the spring semester.

HISTORY

HIS 101 Western Civilization to 1689 (3-0-3)

This course is a survey of Western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping Western cultural tradition. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

HIS 102 Western Civilization Post 1689 (3-0-3)

This course is a survey of Western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern Western world. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

HIS 122 History, Technology, and Society (3-0-3)

Topics in the history of technology with emphasis on how technology affects society and how society shapes technology. Emphasis is on 19th and 20th century America, but some material from other periods of Western Civilization and other world regions may be discussed. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

HIS 131 African American History, 1877-Present (3-0-3)

This course describes the efforts of African Americans to define themselves through their social, economic, and political contributions to American history from the time of reconstruction to the present. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

HIS 201 American History: Discovery to 1877 (3-0-3)

This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

HIS 202 American History: 1877 to Present (3-0-3)

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

HIS 222 Global Women's History (3-0-3)

This course examines the history of women and their roles in society from ancient to modern times, focusing on attitudes toward women and how gender has affected life opportunities. It follows the development of women's roles in contemporary society. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

HORTICULTURE**HRT 101 Introduction to Horticulture (3-0-3)**

This course covers the basic principles of horticulture as it relates to commercial production. This course is typically taught only in the fall semester.

HUMAN SERVICES**HUS 101 Introduction to Human Services (3-0-3)**

This course covers an overview of the field of human services. Role responsibilities, problems, boundaries, and strategies of human service workers are included. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101. This course is typically taught only in the fall semester.

HUS 102 Personal and Professional Development in the Helping Professions (3-0-3)

This course provides students with the opportunity to gain a greater awareness of "self" through values clarification activities, reflective writings, etc., and to understand how attitudes, values and beliefs impact both their personal and professional lives. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101. This course is typically taught only in the fall semester.

HUS 110 Orientation to Human Services (1-0-1)

This course is a study of the regional human services curriculum, agencies in the service area, curriculum requirements, and career opportunities. Prerequisites with a grade of "C" or higher: RWR 100 or placement into ENG 101 and HUS 101. This course is typically taught only in the spring semester.

HUS 115 Geriatric Services and Activities (3-0-3)

This course provides an overview of services, community resources and recreational/therapeutic activities designed for diverse groups in the senior population. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101. This course is typically taught only in the spring semester.

HUS 205 Gerontology (3-0-3)

This course is a survey of the physical, social, and mental changes that occurs as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101. This course is typically taught only in the fall semester.

HUS 206 Death and Dying (3-0-3)

This course is the study of the issues of death and dying. Stages of dying, dealing with dying, dealing with sudden death, and grief are covered in the course. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101. This course is typically taught only in the spring semester.

HUS 208 Alcohol and Drug Abuse (3-0-3)

This course is the study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation, and preventive education. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101. This course is typically taught only in the fall semester.

HUS 209 Case Management (3-0-3)

This course covers accepted methods and strategies for effectively assessing client needs, accessing necessary provider agencies, and monitoring and properly documenting service delivery and client welfare. Prerequisites with a grade of "C" or higher: RWR 100 or placement into ENG 101, HUS 101, and MAT 155 or placement into MAT 101. This course is typically taught only in the spring semester.

HUS 211 Developing the Gerontology Professional (3-0-3)

This course explores effective communication styles and interview techniques used in developing relationships with aging populations. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101. This course is typically taught only in the spring semester.

HUS 212 Survey of Disabilities and Disorders (3-0-3)

This course is a survey of the major categories of disabilities and disorders with which the helping professional is most likely to work. These will include, but not be limited to, developmental and psychological

disorders, visual and hearing impairment and physical disabilities resulting from injury or disease. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

HUS 216 Behavior Change Techniques (3-0-3)

This course is a study of major theories associated with individual and group psychotherapy, family therapy and alcohol, drug and vocational rehabilitation. Emphasis is placed on the techniques of behavioral change. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101. This course is typically taught only in the spring semester.

HUS 221 Professional Ethics in Human Services Practice (3-0-3)

This course is an in-depth analysis of human services ethics, application of NOHSE codes of ethics, and concepts and dilemmas specific to helping relationships. Prerequisites with a grade of "C" or higher: ENG 101 and HUS 101. This course is typically taught only in the fall semester.

HUS 230 Interviewing Techniques (3-0-3)

This course covers the development of skills necessary for interviews in various organizational settings. Students in human services will use these skills and knowledge later on their supervised field placements. Prerequisites with a grade of "C" or higher: RWR 100 or placement into ENG 101 and HUS 101. This course is typically taught only in the spring semester.

HUS 235 Group Dynamics (3-0-3)

This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group process in specialized settings related to human services. Prerequisites with a grade of "C" or higher: RWR 100 or placement into ENG 101 and HUS 101. This course is typically taught only in the summer semester.

HUS 237 Crisis Intervention (3-0-3)

This course is a study of the effects of crisis on people, the methods of intervention and other uses of multiple resources to reestablish individual function. Students are required to demonstrate mock crisis activities. Prerequisites with a grade of "C" or higher: RWR 100 or placement into ENG 101 and HUS 101. This course is typically taught only in the summer semester.

HUS 250 Supervised Field Placement I (1-9-4)

This course includes work experience assignments by students in selected human services agencies. Prerequisites with a grade of "C" or higher: HUS 101, HUS 110, HUS 209, and HUS 230, and MAT 155 or placement into MAT 101 and Program Manager approval.

HUS 251 Supervised Field Placement II (1-9-4)

This course includes work assignments in selected human services agencies. Prerequisite with a grade of "C" or higher: HUS 250 and Program Manager approval.

HUS 260 Human Services Special Topics (3-0-3)

This course is a study of special topics of interest to particular populations and locations. Prerequisites with grades of "C" or higher: ENG 101 and HUS 101. This course is typically taught only in the spring semester.

LEADERSHIP

IDS 201 Leadership Development (3-0-3)

This course focuses on the development of leadership, including philosophy, moral/ethics, and individual ability/style. It is designed to increase students understanding of themselves and the theories and techniques of leadership and group processes by integrating theoretical concepts with the reality of application within a group setting. Prerequisite with a grade of "XC" or higher: RWR 032 or placement into RWR 100. This course is typically taught every semester.

INDUSTRIAL MAINTENANCE TECHNOLOGY (MECHATRONICS)

IMT 104 Schematics (2-0-2)

This course covers the interpretation of mechanical, fluid power, and/or electrical schematics. This course is typically taught only in the fall semester.

IMT 110 Industrial Instrumentation (2-3-3)

This course covers fundamentals of pressure, flow, level, and temperature instrumentation. Prerequisites with a grade of "C" or higher: IMT 151 and IMT 214. This course is typically taught only in the fall semester.

IMT 121 Drive Systems (1-3-2)

This course covers drive systems consisting of belts and pulleys, chains and sprockets, and gear drives used to transmit power. Prerequisite with a grade of "C" or higher: IMT 211. This course is typically taught only in the spring semester.

IMT 126 Introduction to Mechanical Installation (1-3-2)

This course is an introduction to rigging, installing, and repairing machinery. Prerequisites with a grade of "C" or higher: MAT 155, IMT 211, and IMT 121. This course is typically taught only in the Spring Semester.

IMT 131 Hydraulics and Pneumatics (3-3-4)

This course covers the basic technology and principles of hydraulics and pneumatics. Prerequisites with a grade of "C" or higher: IMT 211 and IMT 104. This course is typically taught only in the spring semester.

IMT 151 Piping Systems (2-3-3)

This course covers plumbing and piping systems used in industrial commercial and/or residential construction. Emphasis is placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems. Prerequisites with a grade of “C” or higher: IMT 104 and IMT 211. This course is typically taught only in the summer semester.

IMT 161 Mechanical Power Applications (3-3-4)

This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance. Prerequisites with a grade of “C” or higher: IMT 121 and IMT 211. This course is typically taught only in the fall semester.

IMT 163 Problem-Solving for Mechanical Applications (2-3-3)

This course covers troubleshooting techniques such as mathematical calculations and mechanical procedures. Prerequisite with a grade of “C” or higher: IMT 161. This course is typically taught only in the spring semester.

IMT 202 Electrical Troubleshooting (3-3-4)

This course covers diagnosing a mechanical problem using prints and electrical troubleshooting techniques. Prerequisite with a grade of “C” or higher: EEM 252. This course is typically taught only in the summer semester.

IMT 203 Mechanical Troubleshooting (3-3-4)

This course covers diagnosing a mechanical problem using prints and mechanical troubleshooting techniques. Prerequisites with a grade of “C” or higher: IMT 121 and IMT 161. This course is typically taught only in the summer semester.

IMT 210 Industrial Skills I (3-0-3)

This course is designed to give students an introduction to basic safety, construction math, and hand tools as related to industrial applications. (Note: Course is aligned with NCCER modules 00101 04, 00102 04, and 00103 04). This course is typically taught only in the fall semester.

IMT 211 Industrial Skills II (2-3-3)

This course is designed to give students an introduction to power tools, blueprints, & rigging. Students will learn basic communication & employability skills as related to industrial applications. (Note: Course is aligned with NCCER modules 00104-04, 00105-04, 00106-04, 00107-04, & 00108-04). This course is typically taught only in the fall semester.

IMT 214 Industrial Wiring (1-6-3)

This course introduces the principles of wiring related to commercial and industrial, alternating current, and motors including theory and application. Prerequisites

with a grade of “C” or higher: EEM 111 and IMT 104. This course is typically taught only in the spring semester.

INTERNETWORKING

IST 103 Security Awareness (1-0-1)

This course provides an overview of information security issues including data confidentiality. This course will promote security awareness for organizations and individuals. Prerequisite with a grade of “C” or higher: CPT 101 or departmental approval. This course is typically taught only in the fall and spring semesters.

IST 110 Introduction to Cyberspace and Cybersecurity (3-0-3)

This course studies the fundamentals of cyberspace and cybersecurity. Topics of study include: roles and functions within cyberspace, data security, digital forensics, incident management, training and awareness, and physical and environmental security. Prerequisite with a grade of “C” or higher: CPT 114 or concurrent enrollment.

IST 111 Introduction to Cybersecurity Processes and Technologies (3-3-4)

This course presents the processes and technologies required to implement and maintain information security. This course includes best practices, methodologies, and technologies necessary to: address software and hardware issues, recover data, and protect the integrity of digital evidence for criminal and civil litigation. Prerequisites with a grade of “C” or higher: IST 110 and CPT 209.

IST 193 LINUX Security Administration (3-0-3)

This course will provide students with the skills necessary to implement and administer basic LINUX security policies, including authentication, securing network applications, system monitoring, encryption, and others. Prerequisite with a grade of “C” or higher: CPT 176 and IST 110. This course is typically taught only in the spring semester.

IST 201 Cisco Internetworking Concepts (2.5-1.5-3)

This course is the study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANS, WANS, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards. Prerequisite with a grade of “C” or higher: IST 220 or departmental approval. This course is typically taught only in the fall semester.

IST 202 Cisco Router Configuration (2.5-1.5-3)

This course is a study of LANS, WANS, OSI Models, Ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, and the network administrator’s role and function. Prerequisite

with a grade of “C” or higher: IST 201. This course is typically taught only in the fall semester.

IST 203 Advanced Cisco Router Configuration (2.5-1.5-3)

This course is a study of configuring Cisco routers. Topics include LAN Switching, VLANs, LAN design, IGRP, Access Lists, Novell IPX, and the use of numerous case studies. Prerequisite with a grade of “C” or higher: IST 202. This course is typically taught only in the spring semester.

IST 204 Cisco Troubleshooting (2.5-1.5-3)

This course is a study of troubleshooting network problems. Topics include WAN, WAN design, PPP, ISDN, Frame Relay, and the use of numerous case studies. Prerequisite with a grade of “C” or higher: IST 203. This course is typically taught only in the spring semester.

IST 220 Data Communications (3-0-3)

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered. Prerequisite with a grade of “C” or higher: CPT 176 or departmental approval. This course is typically taught only in the summer semester.

IST 222 Introduction to Webpage Production (3-0-3)

This course is designed to develop skills in using common office and web development software to produce webpage content. Prerequisite with a grade of “C” or higher: CPT 114. This course is typically taught only in the spring and summer semesters.

IST 245 Local Area Networks (3-0-3)

This course is a study of the methods used to interconnect computers, terminals, word processors, facsimiles, and other office machines within a given area. Examples of vendor implementations are used to illustrate various approaches. This course provides experience installing, maintaining and troubleshooting Local Area Networks in a lab environment. Authorized certification courseware will be used. Prerequisite with a grade of “C” or higher: IST 220 or departmental approval. This course is typically taught only in the fall semester.

IST 253 LAN Service and Support (3-0-3)

This course focuses on installing, maintaining, and troubleshooting Local Area Networks in a lab environment. It covers Windows NT and 2000 operating systems, network diagnostics, optimizing, service administration, and troubleshooting. Authorized certification courseware will be used. Prerequisite with a grade of “C” or higher: IST 245 or departmental approval. This course is typically taught only in the spring semester.

IST 267 Network Vulnerability Assessment (3-0-3)

This course provides students with the knowledge and skills necessary to test network security using network vulnerability assessment tools and methods. Student will also learn how to improve network security based on the assessment results. Prerequisites with a grade of “C” or higher: CPT 176 and IST 110.

IST 269 Digital Forensics (3-0-3)

This course examines advanced technical aspects of digital computer evidence to include detection, collection, identification, and preservation. Emphasis is placed on specific tools and methods for extracting deleted or destroyed computer-related evidence. Prerequisites with a grade of “C” or higher: CPT 176 and IST 267.

IST 281 Presentation Graphics (3-0-3)

This course covers the state-of-the-art presentation graphics software packages with a focus on communication situations typically encountered in business environments. Prerequisite with a grade of “C” or higher: CPT 101. This course is typically taught only in the fall semester.

IST 285 Cybersecurity Capstone (3-3-4)

This course integrates the knowledge and skills gained through previous coursework and experience to develop and implement risk management, vulnerability assessment, threat analysis, and incident response plans. Prerequisites with a grade of “C” or higher: CPT 282 and IST 269.

IST 290 Special Topics in Information Science (3-0-3)

This course covers special topics in information sciences technologies.

LEGAL ASSISTANT/PARALEGAL

LEG 120 Torts (3-0-3)

This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses. The study of strict liability, product liability and current tort developments are exposed. Prerequisite with a grade of “C” or higher: RWR 100 or placement into ENG 101. This course is typically taught only in the fall semester.

LEG 132 Legal Bibliography (3-0-3)

This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters, and digests. Both traditional and online legal research techniques are included. Prerequisite with a grade of “C” or higher: RWR 100 or placement into ENG 101. This course is typically taught only in the fall semester.

LEG 135 Introduction to Law and Ethics (3-0-3)

This course provides a general introduction to law, including courts, legal terminology, procedures, systems, and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101. This course is typically taught only in the fall semester.

LEG 201 Civil Litigation I (3-0-3)

This course is a study of the principles of litigation and the rules of procedure for each court in the South Carolina system, including pleading, practice, and discovery procedures. Prerequisites with grades of "C" or higher: LEG 132 and CPT 101. This course is typically taught only in the spring semester.

LEG 212 Workers' Compensation (3-0-3)

This course is a study of the history of workers' compensation case laws, statutes and regulation, and procedures in handling claims. Emphasis is on the South Carolina Workers' Compensation system. This course is typically taught only in the fall semester.

LEG 213 Family Law (3-0-3)

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, juveniles, and procreative rights. Prerequisites with grades of "C" or higher: LEG 120, LEG 132 or LEG 135. This course is typically taught only in the spring semester.

LEG 214 Property Law (3-0-3)

This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures. Rights of land, water, minerals, crops, space, planning, zoning, and preservation are reviewed. Prerequisites with grades of "C" or higher: LEG 120, LEG 132 or LEG 135. This course is typically taught only in the spring semester.

LEG 230 Legal Writing (3-0-3)

This course includes methods, techniques, and procedures for the proper research and preparation of legal memorandum, trial and appellate briefs, and trial notebooks. Prerequisite with grades of "C" or higher: ENG 101, LEG 132, and CPT 101. This course is typically taught only in the summer semester.

LEG 232 Law Office Management (3-0-3)

This course is a study of the basic principles of office management, including administrative procedures, client relations, and office operating procedures. Emphasis is on increasing proficiency in performing a variety of law office related tasks. This course is a capstone course for the Paralegal Program and should be completed at Central Carolina Technical College. Prerequisite: Successful completion of 45 hours of curriculum and

ENG 101 with a grade of "C" or higher. This course is typically taught only in the summer semester.

LEG 233 Wills, Trusts, and Probate (3-0-3)

This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, the fundamentals of trusts and probate administration. Prerequisites with grades of "C" or higher: LEG 120, LEG 132 or LEG 135. This course is typically taught only in the spring semester.

LEG 250 Internship for Legal Assistant/Paralegal (0-9-3)

This course is designed to provide the paralegal student with an opportunity to gain hands-on experience and apply the skills and knowledge in a law office or other suitable location where paralegals are employed. Prerequisites: Successful completion of 45 hours of curriculum work with a GPA of 3.0 or higher, ENG 101 with a grade of "C" or higher, and approval of the Internship Coordinator.

LOGISTICS**LOG 110 Introduction to Logistics (3-0-3)**

This course is a basic overview of logistics management. Logistics involves the flow of goods and services involving such aspects as warehousing, materials handling, inventory control, and transportation from the raw material to the end user. Prerequisites with a grade of "XC" or higher: RWR 032 and a grade of "C" or higher: CPT 102 or satisfactory placement score. This course is typically taught only in the fall semester.

LOG 111 Warehouse and Distribution Center Operations (3-0-3)

This course examines warehouse distribution centers and the information systems that are used. The student will understand the factors that determine the location of facilities, safety requirements and practices, concepts of warehouse design, material flow, inventory management and packaging. Prerequisite with a grade of "XC" or higher: RWR 032 and a grade of "C" or higher: CPT 102 or satisfactory placement score. This course is typically taught only in the spring semester.

LOG 125 Transportation Logistics (3-0-3)

This course is the study of the role that various modes of transportation play in products & services getting to the end user. Students will be able to identify transportation modes, understand governing regulations, describe terminology and principles, & understand environmental and economic impact. Prerequisite with a grade of "XC" or higher: RWR 032 and a grade of "C" or higher: CPT 102 or satisfactory placement score. This course is typically taught only in the spring semester.

LOG 215 Supply Chain Management (3-0-3)

This course is the study of all activities between suppliers, producers, and end users involving the flow of goods and services to include functions such as purchasing, manufacturing, assembling, and distribution. The student will understand supply chain units and materials management processes. Prerequisite with a grade of "XC" or higher: RWR 032 and a grade of "C" or higher: CPT 102 or satisfactory placement score. This course is typically taught only in the summer semester.

MATHEMATICS**MAT 013 Developmental Mathematics Compressed (1-0-1)**

This course provides a review, in a compressed time frame, of arithmetic skills, measurement and geometry, basic algebra concepts and data analysis skills studied in MAT 032. Successful completion of this course allows a student to exit Developmental Mathematics.

MAT 101 Beginning Algebra (3-0-3)

This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring. Prerequisite with a grade of "C" or higher: MAT 155 or placement into MAT 101.

MAT 102 Intermediate Algebra (3-0-3)

This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions. Prerequisite with a grade of "C" or higher: MAT 101 or placement into MAT 102.

MAT 110 College Algebra (3-0-3)

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials. Prerequisite with a grade of "C" or higher: MAT 102 or placement into MAT 110.

MAT 111 College Trigonometry (3-0-3)

This course includes the following topics: trigonometric functions; trigonometric identities; solution of right and oblique triangles; solutions of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; and parametric equations. Prerequisite with a grade of "C" or higher: MAT 110 or placement into MAT 111.

MAT 120 Probability and Statistics (3-0-3)

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central

limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation. Prerequisite with a grade of "C" or higher: MAT 101 or placement into MAT 102.

MAT 140 Analytical Geometry and Calculus I (4-0-4)

This course includes the following topics: derivatives and integrals of polynomial, rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. Prerequisite with a grade of "C" or higher: MAT 111.

MAT 141 Analytical Geometry and Calculus II (4-0-4)

This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals. Prerequisite with a grade of "C" or higher: MAT 140.

MAT 155 Contemporary Mathematics (3-0-3)

This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching and interpretations, and descriptive statistics. Prerequisite with a grade of "XC" or higher: MAT 013 or placement into MAT 155.

MAT 250 Elementary Mathematics (3-0-3)

Course provides students with an understanding of the meaning of numbers, fundamental operations of arithmetic, structure of the real number system & its subsystems, & elementary numbers theory. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. Prerequisite with a grade of "C" or higher: MAT 102. This course is typically taught only in the fall semester.

MAT 251 Elementary Mathematics II (3-0-3)

This course provides students with an understanding of informal geometry and basic concepts of algebra. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. Prerequisite with a grade "C" or higher: MAT 250. This course is typically taught only in the spring semester.

MEDICAL ASSISTING**MED 103 Medical Assisting Introduction (3-0-3)**

This course provides an introduction to the profession of medical assisting including qualifications, duties, and the role of the medical assistant. Prerequisites with a grade of "C" or higher: AHS 102, BIO 112 or BIO 211, CPT 101,

ENG 101 or ENG 165, and MAT 155. This course is typically taught only in the fall semester.

MED 105 Medical Assisting Office Skills I (3.5-4.5-5)

This course provides a study of receptionist duties, records maintenance, insurance form processing, and office machine use. Prerequisites with a grade of "C" or higher: AHS 102, BIO 112 or BIO 211, CPT 101, ENG 101 or ENG 165, and MAT 155. This course is typically taught only in the fall semester.

MED 107 Medical Office Management (3-3-4)

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management. Prerequisites with a grade of "C" or higher: AHS 107, MED 103, MED 105, and MED 114. This course is typically taught only in the spring semester.

MED 108 Common Diseases of the Medical Office(2-3-3)

This course provides a study of the most frequently encountered diseases of the patients seen in the medical office, their pathology and treatment. Prerequisites with a grade of "C" or higher: AHS 107, MED 103, MED 105, and MED 114. This course is typically taught only in the spring semester.

MED 112 Medical Assisting Pharmacology (2-0-2)

This course provides a study of principles of pharmacology, drug therapy, and the administration of medication. Prerequisites with a grade of "C" or higher: AHS 107, MED 103, MED 105, and MED 114. This course is typically taught only in the spring semester.

MED 114 Medical Assisting Clinical Procedures (2-6-4)

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures. Prerequisites with a grade of "C" or higher: AHS 102, BIO 112 or BIO 211, CPT 101, ENG 101 or ENG 165, and MAT 155. This course is typically taught only in the fall semester.

MED 115 Medical Office Lab Procedures I (2-6-4)

This course provides a study of laboratory techniques commonly used in physician's offices and other facilities. Prerequisites with a grade of "C" or higher: AHS 107, MED 103, MED 105, and MED 114. This course is typically taught only in the spring semester.

MED 156 Clinical Experience I (1-15-6)

This course provides direct experience in a physician's office or other selected medical facilities. Prerequisites with a grade of "C" or higher: MED 107, MED 108, MED 112, MED 115, and PSY 201. This course is typically taught only in the summer semester.

MANAGEMENT

MGT 101 Principles of Management (3-0-3)

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling. Prerequisite with a grade of "XC" or higher: RWR 032 or satisfactory placement score. This course is typically taught every semester.

MGT 121 Small Business Operations (3-0-3)

This course is a study of the daily operations of an established small business, emphasizing staffing, recordkeeping, inventory control, and marketing. Prerequisite with a grade of "XC" or higher: RWR 032 or satisfactory placement score and a grade of "C" or higher: MAT 155 or placement into MAT 101. This course is typically taught only in the fall and spring semesters.

MGT 150 Fundamentals of Supervision (3-0-3)

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized. Prerequisite with a grade of "XC" or higher: RWR 032 or satisfactory placement score. This course is typically taught only in the fall and spring semesters.

MGT 201 Human Resource Management (3-0-3)

This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary, and benefit administration. Prerequisite with a grade of "XC" or higher: RWR 032. This course is typically taught only in the fall and spring semesters.

MGT 210 Employee Selection and Retention (3-0-3)

This course examines how to identify and assess employment needs within an organization. Students will also study the functions of recruitment, selection, and training, with an emphasis on employee retention. Prerequisite with a grade of "XC" or higher: RWR 032 or satisfactory placement score. This course is typically taught only in the fall semester.

MGT 240 Management Decision Making (3-0-3)

This course is a study of various structured approaches to managerial decision making. Prerequisites with a grade of "C" or higher: ACC 101, BUS 101 or MGT 101. This course is typically taught only in the spring semester.

MGT 245 Decision Support System (3-0-3)

This course emphasizes the use of software applications and systems to support business and organizational decision-making activities. Prerequisites with a grade of "C" or higher: CPT 102 and (BUS 101 or MGT 101). This course is typically only in the spring semester.

MARKETING

MKT 101 Marketing (3-0-3)

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution. Prerequisite with grade of "C" or higher: RWR 100 or placement into ENG 101. This course is typically taught every semester.

MKT 110 Retailing (3-0-3)

This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs and profit management. Prerequisite with a grade of "XC" or higher: RWR 032 or placement into RWR 100 and a grade of "C" or higher: CPT 102 or satisfactory placement score. This course is typically taught only in the fall semester.

MKT 135 Customer Service Techniques (3-0-3)

This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction, and repeat sales. Prerequisite with a grade of "XC" or higher: RWR 032 or placement into RWR 100 and a grade of "C" or higher: CPT 102 or satisfactory placement score. This course is typically taught every semester.

MKT 140 E-Marketing (3-0-3)

This course is a study of electronic marketing. In addition to traditional marketing topics, special emphasis will be placed on internet marketing fundamentals, strategies, and trends. Prerequisite with a grade of "XC" or higher: RWR 032 or placement into RWR 100 and a grade of "C" or higher: CPT 102 or satisfactory placement score. This course is typically taught only in the spring semester.

MKT 221 Sales Strategies (3-0-3)

This course is a study of the organization and function of sales management, with emphasis on sales forecasting and the hiring and training of sales personnel. Prerequisite with a grade of "XC" or higher: RWR 032 or placement into RWR 100 and a grade of "C" or higher: CPT 102 or satisfactory placement score. This course is typically taught only in the fall semester.

MKT 245 Promotional Strategies (3-0-3)

This course is a study of promotion activities, focusing on coordinating an effective marketing campaign for a product or business, with promotion strategies planned and used to influence consumers, trade intermediaries, and sales forces. Prerequisite with a grade of "XC" or higher: RWR 032 or placement into RWR 100 and a grade of "C" or higher: CPT 102 or satisfactory placement

score. This course is typically taught only in the spring semester.

MATERIALS MANAGEMENT

MMT 101 Introduction to Materials Management (3-0-3)

This course is a study of the materials management function, including purchasing. Topics address terminology relationships of various disciplines of the materials management and the business environments where materials management is applicable. Prerequisite with a grade of "XC" or higher: RWR 032 or placement into RWR 100 and a grade of "C" or higher: CPT 102 or satisfactory placement score. This course is typically taught only in the fall semester.

MMT 110 Inventory Management (3-0-3)

This course covers how to plan and control inventory. The course content relates inventory management to materials equipment plan and JIT environments. Prerequisite with a grade of "XC" or higher: RWR 032 or placement into RWR 100 and a grade of "C" or higher: CPT 102 or satisfactory placement score. This course is typically taught only in the spring semester.

MASSAGE THERAPY

MTH 113 Essentials of Anatomy and Physiology for Massage Therapy (1-6-3)

This course will focus on the pre-massage assessment of each body region including signs and symptoms relating to pathological conditions. Specific emphasis will be given to the skeletal, muscular, cardiovascular and nervous systems. Corequisites: MTH 121, MTH 132, and MTH 136. This course is typically taught only in the fall semester.

MTH 121 Principles of Massage I (1-9-4)

This course is an in-depth study of Swedish massage techniques and applications to a complete body massage. Prerequisites with a grade of "XC" or higher: MAT 013 and RWR 032 or satisfactory placement score. Corequisites: MTH 113, MTH 132, and MTH 136. This course is typically taught only in the fall semester.

MTH 126 Pathology for Massage Therapy (1.5-1.5-2)

This course covers basic pathology for the massage therapy student. The course includes signs and symptoms of diseases with emphasis on recognition and identification, as prescribed in massage therapy. Prerequisites with a grade of "C" or higher: MTH 113, MTH 121, MTH 132, and MTH 136. Corequisites: MTH 128, MTH 135, and MTH 138. This course is typically taught only in the spring semester.

MTH 128 Clinical Application of Massage (0-12-4)

Students will perform massage therapy in a clinical massage setting. Students will be closely supervised and evaluated by instructors in all aspects of massage.

MUSIC

MUS 105 Music Appreciation (3-0-3)

This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various Western and non-Western historical style periods, and appropriate listening experiences. Prerequisite with grades of “C” or higher: RWR 100 or placement into ENG 101.

NATURAL RESOURCES MANAGEMENT

NRM 101 Soil Management (3-0-3)

This course is a study of soil science emphasizing its physical and chemical properties relating to the management of natural resources. This course is typically taught only in the fall semester.

NRM 110 Environmental Science (3-0-3)

This course is a basic study of the environment as it relates to living organisms and those factors which control it. This course is typically taught only in the spring semester.

NRM 130 Outdoor Recreation Management (3-0-3)

This course examines the management of natural resources for outdoor recreational purposes. This course is typically taught only in the spring semester.

NRM 132 Maintenance for the NRM Professional (3-0-3)

This course is the study of skills necessary to safely maintain equipment and facilities commonly used for farms, parks, and other outdoor environments. Included are: troubleshooting skills, basic construction skills such as carpentry, framing, plumbing, and electricity, and basic welding. This course is typically taught only in the spring semester.

NRM 160 Fall Flora and Fauna (3-0-3)

This course is a study of the identification, taxonomy, and natural history of living organisms. Emphasis will be placed on fauna which are abundant in the fall and identification of plants in their dormant stage. Particular attention is paid to native and invasive flora and fauna of importance to the state of South Carolina. This course is typically taught only in the fall semester.

NRM 161 Spring Flora and Fauna (3-0-3)

This course is a study of the identification, taxonomy, and natural history of living organisms. Emphasis will be placed on fauna which are abundant in the spring and identification of plants in their spring foliage. Particular attention is paid to native and invasive flora and fauna of importance to the state of South Carolina. This course is typically taught only in the spring semester.

NRM 207 Geographic Information Systems I (GIS) (3-0-3)

This course is the study of Geographic Information Systems (GIS) concepts, including coordinate systems, projections, datums, data models and sources, spatial statistics, queries and analyses, and basic cartographic principles. Emphasis is on applications within the NRM field. This course is typically taught only in the fall semester.

NRM 211 NRM Technician Skills I (0-3-1)

This course covers introductory Natural Resources Technician skills including safety, equipment use, species identification, and outdoor navigation.

NRM 212 NRM Technician Skills II (0-3-1)

This course covers Natural Resources Technician and soft skills as they apply to employer tasks such as trail maintenance, mensuration, and invasive plant control.

NRM 213 NRM Technician Skills III (0-3-1)

In this course students will demonstrate outdoor mastery of various Natural Resources Technician skills.

NRM 230 Wildlife Management I (3-0-3)

This course is a basic study and application of management practices which are beneficial to wildlife. Methods for increasing food production, developing water sources, providing cover requirements, and improving wetlands are included.

NRM 235 Techniques Wildlife Management (3-0-3)

This course includes a survey of applied techniques of wildlife management. The course includes “hands on” instruction in the outdoors. This course is typically taught only in the spring semester.

NRM 251 Introduction to Fishery Science (3-0-3)

This course is a study of the identification, taxonomy, and life histories of freshwater fish. Management implications for various species of fish with commercial, sport, and ecological value are included. This course is typically taught only in the fall semester.

NRM 260 Special Topics (2-3-3)

This course includes special topics in the area of natural resources management. This is the program capstone course and will be used for assessment of final program outcomes, a final program project, student preparation for employment, research and presentations on current topics, and network with invited outside speakers and agencies.

NURSING

NUR 101 Fundamentals of Nursing (3.5-7.5-6)

This course facilitates the development of beginning technical competency in the application of the nursing process to assist in meeting the needs of selected patients of varying ages. Corequisites: BIO 210, ENG 101, MAT

110 or MAT 120, and NUR 106. This course is typically taught only in the fall and spring semesters.

NUR 106 Pharmacologic Basics in Nursing Practice (2-0-2)

This introductory course outlines the basic concepts of pharmaceuticals, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced, as well as the major drug classifications. Corequisites: BIO 210, ENG 101, MAT 110 or MAT 120, NUR 101 or NUR 201.

NUR 120 Basic Nursing Concepts (5-6-7)

This course introduces the application of the nursing process in the care of persons throughout the life span who are experiencing selected common health problems. Prerequisites with a grade of "C" or higher: BIO 210, ENG 101, MAT 110 or MAT 120, NUR 101, and NUR 106. Corequisites: BIO 211 and PSY 201. This course is typically taught only in the spring and summer semesters.

NUR 170 Nursing Applications (0-3-1)

This course facilitates students understanding and application of nursing concepts through the use of patient situation discussions. Prerequisites with a grade of "C" or higher: BIO 211, NUR 120, and PSY 201. Corequisites: BIO 225, NUR 201 or NUR 210, and PSY 203. This course is typically taught only in the fall and summer semesters

NUR 201 Transition Nursing (3-0-3)

This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student. Prerequisites with a grade of "C" or higher: BIO 210, BIO 211, BIO 225, ENG 101, MAT 110 or MAT 120, PSY 201, and PSY 203. Corequisites: NUR 106 and NUR 170. This course is typically taught only in the fall and summer semesters.

NUR 210 Complex Health Problems (3-6-5)

This course expands application of the nursing process in meeting the needs of patients with complex health problems. Prerequisites with a grade of "C" or higher: BIO 211, NUR 120, and PSY 201. Corequisites: BIO 225, NUR 170, and PSY 203. This course is typically taught only in the fall and summer semesters.

NUR 214 Mental Health Nursing (2.5-4.5-4)

This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme. Prerequisites with a grade of "C" or higher: BIO 225, NUR 170, NUR 201 or NUR 210, and PSY 203. Corequisite: NUR 220. This course is typically taught only in the fall and spring semesters.

NUR 217 Trends and Issues in Nursing (2-0-2)

This course is an exploration of health care trends and issues. Emphasis will be on the transition from student to graduate nurse. Prerequisites with a grade of "C" or higher: NUR 214 and NUR 220. Corequisites: ENG 102 and NUR 221. This course is typically taught only in the spring and summer semesters.

NUR 220 Family Centered Nursing (5-6-7)

This course facilitates the application of the nursing process in the care of persons during the childbearing years and from birth through adolescence to promote optimal individual health and development at any stage of the health continuum. Prerequisites with grades of "C" or higher: BIO 225, NUR 170, NUR 201 or NUR 210, and PSY 203. Corequisite: NUR 214. This course is typically taught only in the fall and spring semesters.

NUR 221 Advanced Nursing Concepts (2-9-5)

This course expands the application of the nursing process in the care of persons throughout the life span who are experiencing complex health problems. Prerequisites with grades of "C" or higher: NUR 214 and NUR 220. Corequisites: ENG 102 and NUR 217. This course is typically taught only in the spring and summer semesters.

PHILOSOPHY

PHI 101 Introduction to Philosophy (3-0-3)

This course includes a topical survey of the three main branches of philosophy - epistemology, metaphysics, and ethics - and the contemporary questions related to these fields. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

PHI 110 Ethics (3-0-3)

This course is a study of moral principles of conduct emphasizing ethical problems and modes of ethical reasoning. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

PHARMACY TECHNICIAN

PHM 101 Introduction to Pharmacy (3-0-3)

This course provides a study of and introduction to pharmacy and its role in providing patient care services. Prerequisite with a grade of "XC" or higher: MAT 013 or satisfactory placement score and a grade of "C" or higher: AHS 102. This course is typically taught only in the fall and spring semesters.

PHM 110 Pharmacy Practice (3-3-4)

This course provides a study of theory and practice in procuring, manipulating, and preparing drugs for dispensing. Prerequisites with a grade of "C" or higher: PHM 101, PHM 111, PHM 113, PHM 115, and PHM

202. This course is typically taught only in the spring and summer semesters.

PHM 111 Applied Pharmacy Practice Laboratory (0-6-2)

This course is a study of laboratory based, hands-on application of principles used in manipulation of data and materials in the preparing and dispensing of drugs. Prerequisite with a grade of "XC" or higher: MAT 013 or satisfactory placement score and a grade of "C" or higher: AHS 102. This course is typically taught only in the fall and spring semesters.

PHM 113 Pharmacy Technician Math (3-0-3)

This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations. Prerequisite with a grade of "XC" or higher: MAT 013 or satisfactory placement score and a grade of "C" or higher: AHS 102. This course is typically taught only in the fall and spring semesters.

PHM 115 Drug Classification I (2-0-2)

This course covers an introduction to pharmacologic classification of drugs, including generic and brand names, and a survey of actions and reactions of the major pharmacologic groups. Prerequisite with a grade of "XC" or higher: MAT 013 or satisfactory placement score and a grade of "C" or higher: AHS 102. This course is typically taught only in the fall and spring semesters.

PHM 116 Drug Classification II (2-0-2)

This course includes a study of the classification, actions, and applications of the major pharmacological groups. Prerequisites with a grade of "C" or higher: PHM 101, PHM 111, PHM 113, PHM 115, and PHM 202. This course is typically taught only in the spring and summer semesters.

PHM 124 Therapeutic Agents II (3-0-3)

This course includes a study of therapeutic drug categories. Prerequisites with a grade of "C" or higher: PHM 101, PHM 111, PHM 113, PHM 115, and PHM 202. This course is typically taught only in the spring and summer semesters.

PHM 152 Pharmacy Technician Practicum I (0.5-4.5-2)

This course provides a practical introduction to the pharmacy environment. Prerequisites with a grade of "C" or higher: PHM 101, PHM 111, PHM 113, PHM 115, and PHM 202. This course is typically taught only in the spring and summer semesters.

PHM 173 Pharmacy Technician Practicum III (0-9-3)

This course includes practical experience in a working pharmacy environment. Prerequisites with a grade of "C" or higher: PHM 101, PHM 111, PHM 113, PHM 115, and PHM 202. This course is typically taught only in the spring and summer semesters.

PHM 202 Pharmacological Anatomy and Physiology (4-0-4)

This course introduces therapeutic drug categories. Basic anatomy and physiology of systems affected by drug action are emphasized. Prerequisite with a grade of "XC" or higher: MAT 013 or satisfactory placement score and a grade of "C" or higher: AHS 102. This course is typically taught only in the fall and spring semesters.

POLITICAL SCIENCE

PSC 201 American Government (3-0-3)

This course is a study of national governmental institutions with emphasis on the Constitution; the functions of executive, legislative and judicial branches; civil liberties; and the role of the electorate. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

PSC 215 State and Local Government (3-0-3)

This course is a study of state, county, and municipal government systems, including interrelationships between these systems and within the federal government. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101. This course is typically taught only online.

PSYCHOLOGY

PSY 201 General Psychology (3-0-3)

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

PSY 203 Human Growth and Development (3-0-3)

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential. Prerequisite with grades of "C" or higher: PSY 201.

PSY 208 Human Sexuality (3-0-3)

This course is a study of biological, psychological, and sociological perspectives of human sexuality. Historical, cross-cultural, and ethical issues are considered in the course. Prerequisite with grades of "C" or higher: PSY 201.

PSY 212 Abnormal Psychology (3-0-3)

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures, analysis of human behavior problems, and identification of the personal and social skills needed to deal with these problems. Prerequisite with grades of "C" or higher: PSY 201.

QUALITY

QAT 103 Quality Management (3-0-3)

The total quality concept, including organization, planning, organizational budgeting, product liability, and the jobs of quality are covered in this course. Statistics required to construct attribute control charts are also included. Prerequisite with a grade of "C" or higher: BUS 101 or MGT 101. This course typically taught only in the summer semester.

READING/WRITING

RWR 032 Integrated Developmental Reading and Developmental English (3-0-3)

This course offers a review of academic reading and writing skills necessary for success in transitional and college-level courses. Student will apply strategies learned to the enhancement of reading comprehension skills and to writing activities for a variety of rhetorical situations.

RWR 100 Integrated Transitional Reading and English (3-0-3)

This course is a study of basic writing and different modes of composition and may include a review of usage. It also covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. Prerequisite with a grade of "XC" or higher: RWR 032 or placement into RWR 100.

RELIGION

REL 101 Introduction to Religion (3-0-3)

This course provides a study of religion and the nature of religious belief, practices, and their influences on culture, history and philosophy. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

SCHOOL-AGE CARE

SAC 101 Best Practices in School-Age and Youth Care Skills (3-0-3)

This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

SOCIOLOGY

SOC 101 Introduction to Sociology (3-0-3)

This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

SOC 102 Marriage and the Family (3-0-3)

This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

SOC 206 Social Psychology (3-0-3)

This course examines the behaviors of individuals in interaction in terms of the personality system (attitudes, needs, traits, feelings, learning, and perception), the social system (relations between/among persons), and the cultural system (agreed-upon ideas about the social and non-social world). Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

SOC 210 Juvenile Delinquency (3-0-3)

This course presents the nature, extent, and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

SPANISH

SPA 101 Elementary Spanish I (4-0-4)

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Hispanic culture. Note: SPA 101 does not count as a humanities elective. Prerequisite with a grade of "C" or higher: RWR 100 or placement into ENG 101.

SPA 102 Elementary Spanish II (4-0-4)

This course continues development of the basic language skills and the study of the Hispanic culture. Note: SPA 102 does not count as a humanities elective. Prerequisite with a grade of "C" or higher: SPA 101. This course is typically taught only in the spring semester.

SPA 105 Conversational Spanish (3-0-3)

This course is a study of basic terminology in Spanish. Basic listening and speaking skills will be emphasized as well as relevant cultural aspects which may affect intercultural communications.

SPEECH

SPC 205 Public Speaking (3-0-3)

This course is an introduction to principles of public speaking with application of speaking skills. This course is designed to give the student confidence and poise in various speaking situations through awareness of the processes involved in public speaking and interpersonal communication by providing him or her with opportunities to express himself in informal speeches, group discussion and conversations. Prerequisite with a

grade of “C” or higher: RWR 100 or placement into ENG 101.

SURGICAL TECHNOLOGY

SUR 101 Introduction to Surgical Technology (4-3-5)

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing. Prerequisites with a grade of “XC” or higher: MAT 013 and RWR 032 and a grade of “C” or higher: CPT 102 or satisfactory placement score. Corequisites: AHS 102, BIO 112 (or BIO 210 and BIO 211), and SUR 102. This course is typically taught only in the fall semester.

SUR 102 Applied Surgical Technology (2-9-5)

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects. Prerequisites with a grade of “XC” or higher: MAT 013 and RWR 032 and a grade of “C” or higher: CPT 102 or satisfactory placement score. Corequisites: AHS 102, BIO 112 (or BIO 210 and BIO 211), and SUR 101. This course is typically taught only in the fall semester.

SUR 103 Surgical Procedures I (4-0-4)

This course is a study of a system to system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized. Prerequisites with a grade of “C” or higher: AHS 102, BIO 112 (or BIO 210 and BIO 211), SUR 101, and SUR 102. Corequisites: BIO 115 or BIO 225, SUR 123, and SUR 125. This course is typically taught only in the spring semester.

SUR 104 Surgical Procedures II (4-0-4)

This course is a study of the various specialties of surgical procedures. Prerequisites with a grade of “C” or higher: BIO 115 or BIO 225, SUR 103, SUR 123, and SUR 125. Corequisite: SUR 110. This course is typically taught only in the summer semester.

SUR 105 Surgical Procedures III (4-0-4)

This course is a study of the advanced specialties of surgical procedures. Prerequisite with a grade of “C” or higher: SUR 111. Corequisites: ENG 101, PSY 201, and SUR 120. This course is typically taught only in the spring semester.

SUR 110 Introduction to Surgical Practicum (0-15-5)

This course is an introduction to the application of surgical technique by assisting in the perioperative roles in various clinical affiliations. Prerequisites with a grade of “C” or higher: BIO 115 or BIO 225, SUR 103, SUR 123, and SUR 125. Corequisite: SUR 104. This course is typically taught only in the summer semester.

SUR 111 Basic Surgical Practicum (2-15-7)

This course includes the application of theory under supervision in the perioperative role in various clinical affiliations. Prerequisites with a grade of “C” or higher: SUR 104 and SUR 110. Corequisites: MAT 155 and PSY 201. This course is typically taught only in the fall semester.

SUR 120 Surgical Seminar (2-0-2)

This course includes the comprehensive correlation of theory and practice in the perioperative role. Prerequisite with a grade of “C” or higher: SUR 111. Corequisites: ENG 101, PSY 201, and SUR 105. This course is typically taught only in the spring semester.

SUR 123 Sterile Processing Technology (3-0-3)

This course provides detailed study of the preparation and processing procedures of surgical instruments. Prerequisites with a grade of “C” or higher: AHS 102, BIO 112 (or BIO 210 and BIO 211), SUR 101, and SUR 102. Corequisites: BIO 115 (or BIO 225), SUR 103, and SUR 125. This course is typically taught only in the spring semester.

SUR 125 Sterile Processing Practicum (3.5-4.5-5)

This course presents the applications of sterile processing theory in the clinical setting. Prerequisites with a grade of “C” or higher: AHS 102, BIO 112 (or BIO 210 and BIO 211), SUR 101, and SUR 102. Corequisites: BIO 115 (or BIO 225), SUR 103, and SUR 123. This course is typically taught only in the spring semester.

THEATRE

THE 101 Introduction to Theatre (3-0-3)

This course includes the appreciation and analysis of theatrical literature, history, and production. Prerequisite with a grade of “C” or higher: RWR 100 or placement into ENG 101.

THE 105 Fundamentals of Acting (3-0-3)

This course includes the study of dramatic performance techniques, including improvisations and interpretation of characters. Prerequisite with a grade of “C” or higher: RWR 100 or placement into ENG 101.

WELDING

WLD 103 Print Reading I (1-0-1)

This is a basic course that includes the fundamentals of print reading, the meaning of lines, views, dimensions, notes, specifications, and structural shapes. Welding symbols and assembly drawings as used in fabrication work are also covered. Prerequisite with a grade of “C” or higher: IMT 211. This course is typically taught only in the spring semester.

WLD 106 Gas and Arc Welding (3-3-4)

This course covers the basic principles and practices of oxyacetylene welding, cutting, and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures. Students will demonstrate proper set up, use, handling, and storage of compressed gas cylinders. Students will demonstrate skills in the use of hand torch and automatic cutting equipment and the ability to cut straight lines, circles, and shapes and the proper use of a scarfing tip. Students will demonstrate the skills to cut and bevel plate with hand torch and automatic equipment, use plasma cutting equipment, and set up and use the SMAW equipment. This course is typically taught only in the fall semester.

WLD 109 Gas Metal Arc Welding II (2-3-3)

This course covers all position welding and advanced techniques for welding ferrous and non-ferrous metals. Prerequisite with a “C” or higher: WLD 113. This course is typically taught only in the summer semester.

WLD 111 Arc Welding I (2-6-4)

This course covers the safety, equipment, and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions. Students will demonstrate knowledge of proper setup of equipment, polarity, AWS electrode classification numbering system, different joint configurations and designs and the proper welding symbol, joint type and position numbering system. Student will demonstrate the ability to run continuous beads using E6010 and E 7018 in all positions and multi-pass beads in the 2F, 3F, and 4F positions. This course is typically offered in the fall semester.

WLD 112 Stainless Steel Pipe Welding (3-3-4)

This course focuses on the improvement of pipe welding skills and techniques on stainless steel piping according to nuclear weld test standards. Prerequisites with a grade of “C” or higher: WLD 140, WLD 152, WLD 208, and WLD 231. This course is typically taught only in the summer semester.

WLD 113 Arc Welding II (3-3-4)

This course is a study of arc welding of ferrous and/or non-ferrous metals. It is a continuation of Arc Welding I. Students will continue to demonstrate safe working practices while advancing their skills in the Shield Metal

Arc Welding (SMAW) process open root and the ability to prepare test coupons using oxy-fuel cutting equipment and complete a 3/8 plate test using backing in the 2G, 3G, and 4G positions using E7018 electrodes using the AWS D1.1 as code. Prerequisite with a “C” or higher: WLD 106. This course is typically taught only in the spring semester.

WLD 117 Specialized Arc Welding (3-3-4)

This course covers arc welding processes for industrial purposes. Prerequisites with a grade of “C” or higher: WLD 140, WLD 152, WLD 208, and WLD 231. This course is typically taught only in the summer semester.

WLD 132 Inert Gas Welding Ferrous (3-3-4)

This course covers set up and adjustments of equipment and fundamental techniques for welding ferrous metals. Students will demonstrate the ability to properly identify all parts of the GTAW (TIG) equipment, walk the cup while adding filler metal making T-joints in the 2F, 3F, and 4 F positions, run root passes on plate in the 2G, and 3G positions, and fill and cap test welds on plate in the 2G, and 3G positions. Prerequisite with a grade of “C” or higher: WLD 111. This course is typically taught only in the spring semester.

WLD 140 Weld Testing (0-3-1)

This is an introductory course in destructive and non-destructive testing of welded joints. Prerequisites with a grade of “C” or higher: WLD 154, WLD 225, and WLD 228. This course is typically taught only in the spring semester.

WLD 142 Maintenance Welding (2-3-3)

This course covers gas and arc welding processes used in maintenance shops. Prerequisites with a grade of “C” or higher: WLD 113 and WLD 106. This course is typically taught only in the summer semester.

WLD 152 Tungsten Arc Welding - Pipe (3-3-4)

This course covers gas tungsten arc welding of carbon steel filler metal and carbon steel metals with stainless steel filler metals. Weld test in accordance to ASME Section 9. Prerequisites with a grade of “C” or higher: WLD 154, WLD 225, and WLD 228. This course is typically taught only in the spring semester.

WLD 154 Pipe Fitting and Welding (3-3-4)

This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes. This course is typically taught only in the fall semester.

WLD 160 Fabrication Welding (2-3-3)

This course covers layout and fabrication procedures as they pertain to sheet metal and structural steel shapes. The course will also include shop safety and hand and power tools. Prerequisite with a grade of “C” or higher: WLD 106. This course is typically taught only in the spring semester.

WLD 170 Qualification Welding (3-3-4)

This course covers the procedures and practices used in taking welder qualification tests. Prerequisites with a grade of "C" or higher: WLD 140, WLD 152, WLD 208, and WLD 231. This course is typically taught only in the summer semester.

WLD 208 Advanced Pipe Welding (2-3-3)

This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and non-ferrous metals. Weld test in accordance to AMSE Section 9. Prerequisites with a grade of "C" or higher: WLD 154, WLD 225, and WLD 228. This course is typically taught only in the spring semester.

WLD 222 Advanced Fabrication Welding (3-3-4)

This course covers the layout, construction, and assembly of metal projects using metal working and welding equipment. Prerequisite with a "C" or higher: WLD 160 and WLD 111. This course is typically taught only in the summer semester.

WLD 225 Arc Pipe Welding (3-3-4)

This course covers the techniques used in shielded metal arc welding of groove welds on pipe. Students will demonstrate the ability to cut and prepare coupons for making test welds in accordance to ASME Section 9 welding code standards, successfully complete test bends taken from their welds. This course is typically taught only in the fall semester.

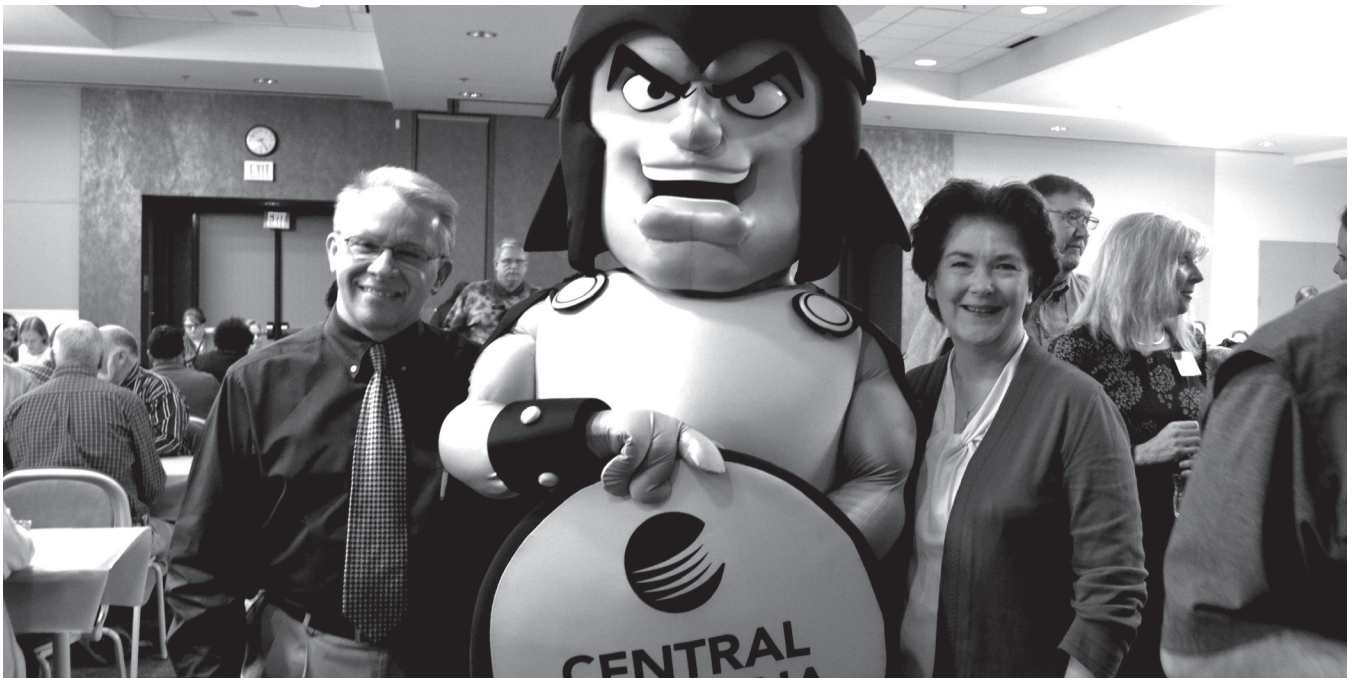
WLD 228 Inert Gas Welding – Pipe I (3-3-4)

This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe. Weld test in accordance to ASME Section 9. This course is typically taught only in the fall semester.

WLD 231 Gas Metal Arc/Flux Cored Arc Welding Pipe I (3-3-4)

This course covers the techniques used in gas metal arc and/or flux cored arc welding of groove welds on pipe. Weld test in accordance to ASME Section 9. Prerequisites with a grade of "C" or higher: WLD 154, WLD 225, and WLD 228. This course is typically taught only in the spring semester.

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Vacant, Instructor, English

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Marcus Johnston, Program Manager, Industrial

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Joshua Castleberry, Program Manager, Environmental
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Chanteria Conyers, Test Proctor

Lisa Rogers, Test Proctor

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Upward Bound

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Wendy McDonald, Accounting Technician – Accounts Receivable

Vacant, Accounting Technician – Accounts Receivable

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Breon Stephens, Library/Bookstore Assistant

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Austin Westmoreland, Assistant Director of Physical Plant

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Billy Thompson, Building & Grounds Specialist

Franklin Simmons, Trades Specialist

Donald Smith, Trades Specialist

Roger Wooddell, Trades Specialist

Justin Geddings, Groundskeeper

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Vacant, Custodial Assistant Supervisor

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Marvin Williams, Security Shift Leader

Kyle Coleman, Security

Gino Culbreath, Security

Renea Moses, Security

Abraham Ricks, Security

Joseph Zito, Security

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Mark Burke, Instructor, Welding

Lisa Coker, Instructor, Health Science

Blake Driggers, Instructor, Automotive Technology

Jane Geddings, Instructor, Information Technology

Tammie Graham, Instructor, Cosmetology

Mike Griffin, Instructor, Carpentry

Ladell Grice, Instructor, Law Enforcement Services

Willa Jean Kinlaw-Shaw, Instructor, Culinary Arts

Adult Education

Lara Kolb, Adult Education Director

Rhounette Simon, Administrative Specialist

COLLEGE ADMINISTRATION

Pollock, Kevin, President, Ph.D., Michigan State University, MI; M.A. and B.S., Central Michigan University, MI.

Booth, Terry L., Vice President for Business Affairs, CPA, CGFO, M.P.A, Troy State University; B.S., University of South Carolina, SC.

Bracken, Lisa, Vice President for Student Affairs, G.C.D.F.; M.Ed., Troy State University, AL; Higher Education Leadership Certificate, University of South Carolina, SC; B.S., Eastern New Mexico University, NM.

Hatfield, Misty, Vice President for Institutional Advancement, MPA, Troy University, AL; B.A., University of South Carolina, SC.

Thomas, Jeffery A., Vice President for Academic Affairs, Ph.D., Texas Tech University, TX; M.A., The University of Texas at Austin, TX; B.A., Eckerd College, FL.

FACULTY

- Baldwin, Chuck, Instructor, Computer Science, M.S., University of Illinois, IL; M.A. University of South Carolina, SC; B.A., Winthrop University, SC.
- Bell, Amy, Department Chair, Mathematics, M.S., Florida Atlantic University, FL; B.S., Sonoma State University, CA.
- Bergenn, Erica, Instructor, Mathematics, M.A. and B.S., East Carolina University, NC.
- Bishop, Nancy, Dean of Learning Resources and Distance Education, M.L.I.S., University of South Carolina, SC; B.A., University of South Carolina, SC.
- Bishop, Timothy, Instructor, Welding, A.D., Central Carolina Technical College, SC; Certified Welding Inspector, American Welding Society.
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- Branham, Ashley, Instructor, Associate Degree Nursing, M.S.N. and B.S.N., Western Governors University, UT.
- Brigman, Keith, Instructor, Mechatronics, A.D., Northeastern Technology College, SC.
- Callihan, Lisa, Instructor, Speech, M.A. Marshall University, WV; M.A. Jacksonville State University, AL; B.A., University of Kentucky, KY.
- Calhoun, Patina, Instructor, Criminal Justice, M.S., Troy University, AL; B.A., Morris College, SC.
- Castleberry, Joshua, Program Manager, Environmental and Natural Resources, M.E.E.R.M and B.S., University of South Carolina, SC.
- Chalupa, Scott, Instructor, English, M.F.A., University of South Carolina, SC; B.A., University of Houston, TX.
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- Cunningham, Wendy, Instructor, Human Services, M.A., Webster University, SC; B.S., Columbia International University, SC.
- Davis, Ann, Instructor, Mathematics, M.A.S., Embry Riddle Aeronautical University, FL; B.A., East Carolina University, NC.
- Davis, Marie, Instructor, Psychology, M.S., Walden University, MN; B.A., Limestone College, SC.
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- Foote, Larry, Instructor, Administrative Office Technology, M.B.A., Atlanta University, GA; M.A., Webster University, MO; B.A., Clark College, GA; additional graduate studies, University of South Carolina, SC.
- Floyd, Lisa, Instructor, Associate Degree Nursing, D.N.P., Liberty University, VA; M.S.N., University of Kansas, KS; B.S.N., Medical University of South Carolina, SC.
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- Fulcher, Diane, Dean, Business, Computer Science, and Public Services, M.B.A. and B.S., Indiana University, IN; additional studies, NTL Institute, VA.
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- Gage, Lisa, Department Chair, Humanities, and Social Sciences, Ph.D., Walden University, MN; M.A., College of Charleston, SC; M.P.H., Kaplan University, IL; M.S.H.E., Kaplan University, IL, B.A., Francis Marion University, SC.
- Geddings, Eugene, Instructor, Associate Degree Nursing, M.S.N and B.S.N., Jacksonville University, FL.
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- Harrington, Betty, Instructor, Early Care and Education, M.Ed. and B.A., University of South Carolina, SC.
- Harrison, Larry, Instructor, Computer Science, M.S. and B.S., Strayer University, NC.
- Herring, Mitchell, Instructor, English, M.A. University of Maine, ME; B.A., Anderson University, SC.
- Humphries, Amanda, Instructor, English, M.A., Southern New Hampshire University, NH; M.Ed., Columbia College, SC; B.A., University of South Carolina, SC.
- Humphries, Ladell, Academic Program Manager, Machine Tool, A.D., Central Carolina Technical College, SC.
- Jackson, Brent, Academic Program Manager, M. Ed., Western Governors University, UT; B.S., Southern Illinois University, IL; Certificate, South Carolina Massage and Esthetics Institute, SC.
- James, Christina, Department Chair, Accounting and Management, Ed.D. Walden University, MN; M.S., Central Michigan University, MI; B.A. University of Mount Olive, NC.
- Johnson, Gary, Department Chair, Criminal Justice and Paralegal, J.D., University of South Carolina, SC; B.A. University of South Carolina, SC.
- Johnson, Mary A., Academic Program Manager, Medical Record Coding and Inpatient Medical Coding, M.B.A.-HM-HI, CPC, New England College, NH; B.A., Columbia College, SC.; CPC, Midlands Technical College, SC.
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- Lavergne, Richard, Instructor, Engineering Design Technology, M.S., Embry-Riddle Aeronautical

- University, LA; B.S., University of Southwest Louisiana, LA.
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- Watkins, Raymond, Instructor, Spanish, Philosophy, Religion, Speech, Psychology, and English, Ph.D. and M.A.T., University of South Carolina, SC.; M.A., Philosophy, Holy Apostles College and Seminary, CT; M.A., Theology, Saint Leo University, FL; M.S., Communication Studies, Minnesota State University, MN; B.A., University of South Carolina, SC; Graduate Certificate in Theology, Saint Leo University, FL; additional graduate study, Colorado State University, CO; Johns Hopkins University, MD; Regis University, Denver, CO; Saint Leo University, FL.
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- Weber, Penny, Instructor, Mathematics, M.ED., Cambridge College, MA; B.S., Morris College, SC.

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Wilson, Hope, Instructor, Psychology, M.S. Lee
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STUDENT HANDBOOK



STUDENT HANDBOOK

Academic Integrity Honor Code

Central Carolina Technical College affirms the values of excellence, integrity, and innovation. Academic integrity is an important element of our values. The Academic Integrity Honor Code holds students to high academic and personal behavior standards. The Academic Integrity Honor Code emphasizes the importance of academic integrity, personal pride, honor and accountability; and these are the standards by which students are expected to adhere to in the academic environment whether or not they are explicitly asked in advance to do so.

I pledge the work in this course will be my own.

I pledge not to allow others to copy or present my work as their work.

I pledge not to commit any acts of plagiarism.

I pledge to cite and reference any work obtained from resources.

I pledge not to lie, cheat, or steal to gain academic advantage.

I pledge to oppose every instance of academic dishonesty.

I understand that any act of academic dishonesty is a direct violation of the Student Code and will have consequences, up to and including failing the course, as outlined in the College Catalog and Student Handbook.

Student Appearance Statement

As part of its mission, Central Carolina Technical College recognizes the importance of preparing students for the workplace and the importance of maintaining an appropriate learning environment that connects the classroom to the workplace. In support of this recognition, Central Carolina technical College encourages its students to dress in such a manner that is respectful of others, representative of the workplace, and promotes a positive learning environment as supported in the SC Technical College Student Code of Conduct. Students are expected to dress in a manner which is not offensive to others, does not endanger their personal safety, and does not cause unnecessary disruption of the educational process. Proper attire may vary between departments depending on safety regulations, professional standards, and hygienic requirements.

Students who would like to update their wardrobe with campus appropriate or work appropriate attire are encouraged to participate in the Titan Attire Program with the Career Services Center (M500 Rm M523). The Titan Attire Program includes a FREE clothes closet for enrolled students in any academic program.

TIPS FOR SUCCESS

Making the Most of your College Experience!

The faculty and staff at Central Carolina Technical College want your experience at the College to be successful. Here are a few tips to help you:

- Meet all the requirements for admission; request official transcripts be sent to CCTC.
- Learn about the services the College has to offer. Ask about services for which you may qualify.
- Find out how your financial aid works. Complete the FAFSA application process as early as possible. Check your email frequently; the financial aid office communicates with students via email. If you take certain courses or drop out of classes, your financial aid may be affected. When you make any changes in your schedule, consult with financial aid personnel to ask if the change will cause you to have to repay financial aid.
- Do not wait until you are in serious trouble with your assignments. Ask for help early. If you need help, tutoring services are available in some subjects in the Student Learning Center.
- In all courses, you will have access to a syllabus. Mark down on your calendar the dates when you have tests and assignments. Often it is necessary to work ahead on long assignments or study for tests each week to make sure you can fulfill all the course requirements.
- Pay attention to important College dates. Make an appointment with your faculty advisor to plan your course schedule for the next semester.
- Maintain at least a "C" average each and every semester to remain in good academic standing. Monitor your Satisfactory Academic Progress Standing for Financial Aid Eligibility.
- Attend all classes. The College faculty members feel that attendance is very important to your success and have set an attendance policy. You will be dropped from courses if you miss too many classes. Get to know other students in your classes so that you can contact someone if you are absent.
- Participate in clubs and special events so that you will feel a part of the College community.
- Review the College's Student Code of Conduct to ensure your awareness of your rights and responsibilities as a student.
- Log on to myCCTC every day. The address is mycctc.cctech.edu. The site will tell you the latest College news, provide you with e-mail, give you access to library resources, allow you to register for classes and check your grades, review financial aid awards, and provide you access to your online classes. Textbook requirements for courses are posted online at: <http://bookstore.cctech.edu/> or in myCCTC on the Financial Services page.
- Visit the library for research help and to access books, videos, magazines, journals, and newspapers to support your assignments. Visit the library online at www.cctech.edu/resources/library or through the library page of myCCTC, come to Building M500, or call (803)778-6647.

- Take advantage of the College's open computer labs. Save your work to a flash drive, not the hard drive. If you save your work on the hard drive, a program that is built into school computers causes your files to disappear when the computers are turned off each day.
- It is your responsibility to notify the College if you change your name and/or address. Documentation of a name change is a photo ID and an official Social Security card or legal document. If you are also employed by the College (e.g., a work study student), you must inform both Student Records and the Human Resources Department.
- Be sure to get a College ID and a parking decal from the Security Office. You will need a current ID to check out materials in the library, to use the computer lab, and to purchase books using your student financial aid account in the bookstore.
- Remember the faculty and staff at the College wants you to succeed. Ask for help when you need it.
- For every classroom hour, plan to study for two hours outside of class.

INFORMATION ON GRADING

Grading System for GPA Computation

Central Carolina Technical College assigns a final grade for every course at the end of each semester. You will receive a letter grade for every course you take or attempt. Each grade has a number associated with it. The basic grading scale is that an "A" is worth 4 points; a "B" is worth 3 points, and so on. This information is used to calculate your grade-point average (often referred to as GPA). The GPA is important, because you must keep your GPA at or above a certain level. This level will be discussed under the heading "Standards of Academic Progress" later in this student handbook.

Sometimes, grades other than "A," "B," "C," "D," or "F" are assigned at the end of the courses. In some courses, the grade of "D" is not assigned; you should consult your syllabus (course outline) at the beginning of each course so you know how grades are determined or ask your instructor if you are not sure. Following is a list of all possible grades the College uses. Notice that some grades are worth "0" points:

A	(Excellent) = 4 points per credit hour
B	(Above Average) = 3 points per credit hour
C	(Average) = 2 points per credit hour
D	(Below Average) = 1 point per credit hour
F	(Failure) = 0 points
W	(Withdrew) Not calculated in GPA
WA	(Withdraw due to Attendance) Not calculated in GPA
WF	(Withdraw Failing) = 0 points
S	(Satisfactory) Used in non-credit courses; not calculated in GPA
U	(Unsatisfactory) Used in non-credit courses; not calculated in GPA
XA	(DVS course grade) Not calculated in GPA

XB	(DVS course grade) Not calculated in GPA
XC	(DVS course grade) Not calculated in GPA
XF	(DVS course grade) Not calculated in GPA
XWA	(DVS course withdraw due to Attendance) = Not calculated in GPA
XWF	(DVS course grade) Not calculated in GPA
E	(Exemption) = Student exempted course by proficiency, articulation or other means; not calculated in GPA
AU	(Audit) = Not calculated in GPA
NC	(No Credit) = Not calculated in GPA
TA	(Transfer Credit) = "A" transfer grade; not calculated in GPA
TB	(Transfer Credit) = "B" transfer grade Not calculated in GPA not calculated in GPA
TC	(Transfer Credit) = "C" transfer grade not calculated in GPA
NR	(Not Reported)
I	(Incomplete) Student fails to complete course work. Work must be completed by mid-semester the following semester, or the "I" grade will automatically convert to an "F," in which case the entire course must be repeated.
IP	(In Progress)
CF	(Carried Forward) Not calculated in GPA

A student may repeat any credit course. All grades will appear on the transcript and the higher of the grades will be included in the grade-point average.

Note: The Veteran's Administration will not pay benefits for repeating a course for which the student previously received a passing grade.

A student has one year from the date the grade is entered to contest the grade.

Students may access grades and other academic information through myCCTC.cctech.edu.

Grade-Point Average

As a student, you should track your grade-point average. As discussed below in this student handbook under "Standards of Academic Progress," you must maintain a grade-point average at a certain level in order to remain enrolled at CCTC the next semester. At the end of the semester, grade-point averages (GPAs) are computed for the academic work completed for that semester and for the cumulative academic work completed while at the College. Unless a course is repeated, the grade-point average is determined by dividing the total number of grade points by the number of attempted semester hours as shown in the following example. Every course carries a certain number of credit hours, usually 3 or 4 semester credit hours. The number of credit hours appears in the "Course Descriptions" section and the "Programs of Study" section in this catalog. If you repeat a course, the highest grade earned will be used in computing the cumulative grade-point average. Your record will

continue to show the original grade awarded, but only the highest grade will be calculated in your GPA.

Course	Hours	Grade	Grade Point Value*	Total Points
ENG 101	3.0	C	2	6.0 (3.0 x 2)
MGT 101	3.0	F	0	0.0 (3.0 x 0)
CPT 101	3.0	B	3	9.0 (3.0 x 3)
MAT 110	3.0	A	4	12.0 (3.0 x 4)
SPC 205	3.0	D	1	3.0 (3.0 x 1)
	15.0			30.0

Grade-Point Average = 30.0 total points / 15 total hours = 2.0 GPA

STANDARDS OF ACADEMIC PROGRESS

The College uses your current semester grade-point average and your cumulative grade-point average to determine your academic progress. The cumulative average refers to all the courses numbered 100 and higher taken at CCTC. Notice that both averages are important. Try to always remain in good standing. Following is a chart to help you determine if you meet the standards of academic progress necessary to stay in good standing. The best approach is to maintain a "C" (2.0) or better average each and every semester. If you are not in good standing, the college faculty and staff believe that if you take fewer hours the next semester, you may be more successful.

**STANDARDS OF ACADEMIC PROGRESS
CHART**

Academic Status	Current Term GPA		Cumulative GPA	Enrollment Hours
Good Standing	2.0 or above	and	2.0 or above	No more than 18
Warning	2.0 or above	and	Below 2.0	No more than 13
Warning	Below 2.0	and	2.0 or above	No more than 13
Probation	Below 2.0	and	Below 2.0	No more than 13
Suspension	Current Semester: Below 2.0	and	Previous Semester: Below: 2.0	0 (Student is suspends)
Returned from Suspension				No more than 7

Current term and cumulative grade point averages are calculated at the end of each semester and are used to determine your academic status. Student Records will notify you via myCCTC e-mail if you have been placed on academic warning, probation or suspension.

If you are on academic warning or probation, you are limited to registering for a maximum of thirteen (13) credit hours, which will give you full-time status. If you pre-registered for more than 13 hours, you must reduce your hours to less than 13 by the deadline stated in your notification e-mail or you will be dropped from all classes. If you are on academic suspension, you will not be permitted to register for classes for the semester

following suspension. If you pre-registered, you will be dropped from all classes. You may re-enroll after one full semester of suspension; however, you must see an admissions counselor before you can register. During your first semester back following suspension, you will be on return from suspension status and may register for no more than seven (7) credit hours.

DEVELOPMENTAL STUDIES STANDARDS OF ACADEMIC PROGRESS

Developmental studies (DVS) courses are those numbered less than 100 (e.g., 013, 031, 032). You are required to maintain satisfactory progress as measured by grades of XA, XB, or XC in required DVS courses. If you fail 50 percent or more of your DVS classes during a given semester, you will be placed on a warning status. Any student on warning who fails 50 percent or more of their DVS classes by the end of the warning semester will be placed on probation. Any student who fails 50 percent or more of their DVS classes by the end of the probationary semester will be suspended.

All grades for DVS classes are excluded from calculation of your GPA. For this reason, it is possible to have a term and/or cumulative grade point average of 2.0 or higher and not be in good academic standing due to failure of DVS classes.

Enrollment in DVS courses is limited to a maximum of 30 credit hours. All attempted hours of enrollment in DVS courses to include grades of XF, XWA, XWF, or XW will be calculated in the 30-hour limit. A student who exceeds 30 credit hours in DVS courses without successful completion will not be permitted to continue as a student at the College unless the student tests and places into prep or curriculum courses (numbered 100 or higher).

Academic Appeals

If you wish to appeal your suspension status or maximum enrollment hour limit, you must submit an Academic Appeal Form (available on the College's website) and appropriate documentation to Student Records no later than the appeal deadline which is the close of business on the Thursday before the semester begins. Acceptable reasons for an appeal include extenuating circumstances which are beyond your control such as: personal illness, family difficulties, and death or serious illness of a family member. Examples of documentation include: letter from physician, obituary, divorce decree, and other verifiable documentation.

The Academic Appeals Committee will review each appeal and make a decision based on professional judgement and documentation provided. Student Records will notify the student of the committee's

decision via myCCTC e-mail. A student who appeals and is permitted to register for classes must take the classes recommended by the committee. If both of the student's term and cumulative grade point averages are below a 2.0 for the appealed semester, the student will be suspended for two semesters with no appeal permitted.

Academic warning, probation, and suspension are separate and independent of financial aid warning, probation, and suspension just as the academic appeal process is separate from the financial aid appeal process. Academic appeals must be submitted to the Student Records Office. The Standards of Progress for Financial Aid are covered in the paragraphs that follow. Please contact the Financial Aid Office at finaid@cctech.edu if you have questions concerning Financial Aid warning, probation, or suspension or the financial aid appeal process.

Standards of Academic Progress for Financial Aid

To remain eligible for financial aid at Central Carolina Technical College, a student must make reasonable academic progress toward a degree, diploma, or certificate. Satisfactory Academic Progress is a federal government requirement and is measured by a number of factors including the following:

Cumulative Grade-Point Average (Qualitative Measure)

- A student must maintain a cumulative grade point average (GPA) of 2.00 (C) or better to remain eligible for financial aid.
- At the end of the first semester in which a student's cumulative GPA is less than 2.00, the student will be placed on Warning. Financial aid will be continued during Warning.
- If the cumulative GPA falls below a 2.00 (C) during the probationary period, the student will be placed on Financial Aid Suspension.

Cumulative Credit Hours (Quantitative Measure)

- A student must successfully pass 67% of the cumulative hours attempted including DVS and transfer hours.
- Students who do not pass at least 67% of their cumulative hours will be placed on Warning; any time a student fails to pass 67% of attempted hours thereafter, he/she is subject to suspension from financial aid.
- If a student receives a W, I, WA, or an F, the student does not pass the hours. These grades factor into the 67% completion requirement.

Maximum Program Hours (Quantitative Measure)

- A student may only receive financial aid for a limited number of credit hours. Eligibility for financial aid is terminated after a student has

attempted 150% of the hours required for his or her program required hours.

- The attempted hours include all course work taken at CCTC (including DVS) and transfer credits accepted by the college.
- The Maximum Program Hours measure is program specific.
- A student **transferring from another institution** will have all credits accepted by CCTC considered toward the 150% maximum hours.
- Students who are within 15 credit hours of the maximum allowed by their program of study will be placed on Danger status, and should contact the aid office if they will need more hours to complete the program of study.

First-time Applicants for Financial Aid

There is a possibility that a student may be ineligible for aid, based on academic progress, even before the student applies. (CCTC looks at a student's complete enrollment history to establish eligibility regardless of the student's past application.)

Exceptions / Appeals / Reinstatement

Exceptions to this policy will be reviewed based on an appeals process under the umbrella of professional judgment. Students with documented appeals may be given exceptions on a case-by-case basis. A written appeal must be submitted and approved for reinstatement.

- A student on financial aid suspension may appeal by completing a Financial Aid Appeal Form, (available on the college's web site) indicating reasons why he or she did not meet the requirements.
- Acceptable reasons for appeal include circumstances which the student could not have foreseen at the beginning of the term, and which are completely beyond the control of the student such as: personal illness, family difficulties, and death or serious illness of a family member. **The student must provide appropriate documentation supporting the appeal. Incomplete appeal documents will be returned to the student, unprocessed.**
- Appeals deadline will be posted prior to the beginning of each term, and notification of suspension sent to students. Appeals must be submitted to the Financial Aid Office in writing and accompanied by appropriate documentation no later than the published deadline for the semester in which the student is requesting aid. **Late appeals will be processed for the following academic term.**
- Students are limited to two financial aid appeals at Central Carolina Technical College.
- Initially, the appeal will be reviewed by the Director of Financial Aid and/or the Satisfactory Progress Coordinator to determine the merit of the appeal. If appropriate, the appeal will be forwarded to the Financial Aid Appeal Committee.

- Appeal decisions will be made within one week of the appeal deadline. Students will be notified via myCCTC e-mail.
- Students may have their financial aid reinstated with the approval of an appeal. Students reinstated by appeal will have to adhere to prescribed guidelines established by the Director of Financial Aid or the Appeal Committee.
- **All decisions made by the Financial Aid Appeal Committee are final. Students whose appeals are denied must regain eligibility prior to receiving additional financial assistance.**

Summary

- It is the student's responsibility to monitor his/her status for Satisfactory Academic Progress. This can be done using the student's myCCTC account. The status is updated at the end of each semester, once grades are finalized in Student Records.
- At the end of each semester the Financial Aid Office will review the GPA, earned credit hours, and maximum hours, and notify students on Warning, Danger and Suspension as quickly as possible via myCCTC email; students who are suspended will also be notified via the US Postal Service.
- Students on Warning Status will be required to meet with his/her Academic Advisor to complete a Student Progress Plan (SPP) before being eligible to submit an SAP Appeal Form, should they change to Suspension Status.
- **Students on suspension will be ineligible for all Title IV financial aid, including loans.**

Financial Aid Categories of Enrollment are:

- **Full-time student** – enrolled for 12 or more credit hours per semester.
- **Three-quarter time student** – enrolled for 9 to 11 credit hours per semester.
- **Half-time student** – enrolled for 6 to 8 credit hours per semester.
- **Less-than half-time student** – enrolled for 5 or less credit hours per semester.

Return of Title IV Funds

If you receive financial aid and completely withdraw from the College, you are subject to the return of Title IV funds policy. The amount to be returned is based on the percentage of enrollment completed for the semester and the amount of financial aid assistance considered earned. Funds are returned to the appropriate programs in the following order: unsubsidized Federal Direct Loans; subsidized Federal Direct Loans; Federal Pell Grant; Federal Supplemental Educational Opportunity Grant; other Title IV Assistance. The College and the student are both responsible to return unearned financial aid assistance to the appropriate program(s). Information on returned funds is available in the Financial Aid Office. Students who do not repay the required amount will be ineligible for aid until repayment has been made.

Standards of Academic Progress for VA and or National Guard Educational Benefits

Academic progress will be measured at the end of each evaluation period. Failure by a student to maintain a cumulative Grade Point Average (GPA) of at least 2.0 and/or have a less than 67% pass rate for any evaluation period will result in that student being placed on academic probation (warning) for the next enrolled term per Federal and CCTC Standards of Academic Progress.

Failure by the student to attain a cumulative GPA of at least a 2.0 during the probation term and/or obtaining a less than 67% pass rate will result in academic suspension (termination of student/Veteran's benefits) for one term; the next enrolled term. The interruption will be reported to the Veterans Administration (VA) using VA Form 22-1999b or the applicable National Guard educational benefit administrator. Student must obtain a 2.0 cumulative GPA or higher during the suspension term (next enrolled term) and obtain a pass rate of 67% or higher to be considered for reinstatement of VA educational benefits. VA/CAP educational benefits will not be paid during a suspension term.

Veterans/students who obtain a 2.0 or higher cumulative GPA and a 67% pass rate during their suspension term are eligible to be considered for reinstatement of VA educational benefits.

Veterans/students who fail to attain a cumulative GPA of at least 2.0 during the return term (after suspension) and/or less than 67% pass rate will be placed on academic dismissal for 2 terms; next 2 enrolled terms. Reinstatement after dismissal will be granted only if mitigating circumstances exist and are presented/documented with appeal. VA/CAP educational benefits will not be paid during dismissal terms.

Mitigating Circumstances: Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control.

Pass rate is computed based on attempted hours and hours receiving a passing grade. Receiving a "W", "I", "WA", or an "F" for a class is considered a grade and used in computing a student's pass rate.

ADVISEMENT AND REGISTRATION

Academic Advising

Academic advising is a critical part of the college experience. Taking the wrong classes can significantly put you off track, which can cost you time and money. To improve your success, you should meet your advisor to plan your course schedule. Faculty advisors are very helpful in advising you about your schedule, particularly in helping you choose courses that are offered only one time each year. Advisors post office hours outside their offices each semester, it is helpful to make an appointment, especially if you cannot meet

during the posted hours. You can also use email and the telephone to stay in contact with your advisor. If you decide to register without meeting with your advisor, you have decided to take full responsibility for choosing courses, which could result in academic and financial liabilities. You should monitor your progress through Degree Works in myCCTC.

Advisement and Support Center

The mission of the Advisement and Support Center is to retain students in Associate in Arts, Associate in Sciences, and Pre-Nursing programs through exceptional advisement, connection to college resources and support with COL 105 assignments. Each student listed in the Associate in Arts, Associate in Science, and Pre-Nursing programs will be assigned an advisor in the ASC. This advisor, along with their email address, will be listed in Degree Works, and will work with the student each semester until graduation, or until they have been accepted into their program of choice. Once accepted into their program, the Program Advisor will assume the advising responsibilities. The ASC is located in Building M500 in Room M533 on the Main Campus in Sumter. ASC staff can be reached by phone at (803)778-7892 or (803)778-6615

Registration

After you contact your advisor, you may register in the Registration Lab on the main campus, at off-site College locations, or on-line through the web at www.cctech.edu. New students are encouraged to register in the Registration Lab where assistance is available. You may not register if you owe more than \$500 from a prior semester or have holds on your account.

Adding/Dropping Courses

You may add courses online through the Add/Drop period provided the courses are not closed. You may drop courses online through the designated drop period. Add/Drop dates are published in the current course schedule and in the academic calendar. Course(s) may be dropped during the drop period without academic penalty. In order to receive a tuition refund or credit, you must drop before or during the add/drop period for that course. After add/drop, discuss withdrawal from courses with your advisor and a financial aid counselor. Withdrawal may affect the time it will take to complete your program of study and/or your financial aid awards.

Change of Program

The first step in the process to change to a different program is to complete a change of program form on CCTC's website at <http://www.cctech.edu/service-and-support/forms-library/> in the Forms Library. Once received, an admissions counselor will discuss available programs of study based on your interest and career goals. If you have already changed your program twice, you may be referred to the Career Services Center for career counseling. If you are using Financial Aid, Veterans' Benefits, or WIA/TAA funds, a financial aid

counselor may verify eligibility to change your program prior to admissions counselor approval.

A counselor will finalize the change of program and assign you to a new faculty advisor. You should complete the change of program process as early as possible to reduce delays in registering for the next semester. If you request a change of program, you will be required to complete the program requirements as outlined in the catalog in effect at the time of the change in program. Program changes requested after add/drop will be effective for the following semester.

Email

At Central Carolina Technical College, you have an email account. Your myCCTC Email (gmail) should be checked frequently for important college and course information. This is the official method of communications from the College for communications such as financial aid, advisement, college events, bills, etc. This email is located within your myCCTC account. You can email into and out of this email account. It is your responsibility to check, read, and respond to your email account in a timely manner. Email sent from D2L will also go to your myCCTC email account.

Withdrawing from College Courses

It is not wise just to quit going to classes. If you realize you can no longer meet the attendance requirements of a class, you may withdraw from the class for academic, personal, or military/work related reasons before the published withdrawal deadline and receive a grade of "W." You must request a withdrawal from your instructor(s) prior to violating the attendance policy and being withdrawn for attendance or you must provide documentation to the department chair/program manager of the department in which the course resides. The last date of attendance will be the official withdrawal date. Understand that withdrawing from classes may result in serious financial and academic consequences including debt owed to the College.

If you initiate withdrawal from a class after the published deadline, you will receive a grade of "WF". The last date of attendance provided by the instructor will be the official withdrawal date. If you receive a grade of "WF", you may present official documentation of medical/personal reasons to the Vice President for Student Affairs for consideration of changing the grade from "WF" to "W". The Vice President for Student Affairs will review the documentation and consult with the faculty member to determine if the documentation merits support to change the grade from "WF" to "W". Examples of medical/personal documentation are: (a) hospitalization of student or immediate family member; (b) relocation from college's service area; (c) change in employment hours; (d) military orders – TDY or PCS; (e) other extenuating circumstances. Detailed withdrawal procedures can be found in myCCTC under

Attendance Policy

The faculty, administrators, and staff of Central Carolina Technical College believe that it is in your best interest to have an attendance policy that will promote academic success and effective workplace skills as required by employers.

The attendance policy of Central Carolina Technical College states that a student may not be absent more than 20 percent of the attendance period which begins with the first day of class and ends with the date designated as the withdrawal deadline. An absence is defined as missing the entire class session. In addition, tardiness and early exit from class are disruptive to the learning environment. Students coming in late (tardy) after the instructor has taken roll, or leaving before class is dismissed will incur a one half (1/2) absence. Absences in excess of 20 percent of the attendance period will result in a grade of WA. Each instructor will clearly define to each class how many absences equate to “20 percent” of the attendance period. When the student’s absences exceed 20 percent of the attendance period, the instructor will withdraw the student from the class by recording a grade of WA. The student’s last date of actual class attendance will be entered.

Absences after the withdrawal deadline will be recorded by the instructor but will not result in a grade of WA. Students who attend class after the withdrawal deadline will receive a grade of A, B, C, D, F, or I. Students who do not attend class after the withdrawal deadline will receive a grade of WF and the last date of attendance will be recorded.

If students have extenuating circumstances that cause them to exceed the 20% limit on absences, they may present documentation for each absence to the department chair/program manager of the appropriate department. Such documentation may support a grade change from WA to W. Attendance is important to student success at all times but especially during the initial class sessions at the beginning of the semester. Therefore, if a student has not attended class prior to roster verification by the faculty member and is designated as “Never Attended,” the student will not be allowed to attend classes unless documentation is presented for each absence to the Vice President for Student Affairs for consideration for readmission into the class.

Individual departments may have more stringent requirements than those stated in this attendance policy. If departmental requirements are more stringent, the departmental requirements should be communicated to you in the course syllabi and/or departmental orientation. (See Health Sciences Attendance Policy, for example.)

Financial Aid and Tuition and Fees

Please consult the section on “Financial Aid” in this catalog/handbook to learn how financial aid and/or scholarships may help you pay for college. Go to the Student Services Center or Outreach Campuses where counselors are ready to assist you in applying for and explaining the requirements of the various programs that are available.

Then, if you qualify for financial aid, persevere every semester to finish your classes satisfactorily. If you withdraw from all of your classes, you may owe money. Financial aid is just that – an aid to help you complete your education. Central Carolina must follow federal and state guidelines to ensure that students are making progress toward graduation from their program of study.

Also, become familiar with College tuition and fees, listed in the section labeled “Tuition and Fees” in order to plan for the costs of your College education. All debts (parking fines, overdue books, etc.) owed to Central Carolina must be paid before transcripts or diplomas are released. If you have any outstanding debts, you will not be allowed to register for classes for the next semester.

BankMobile

Central Carolina Technical College has partnered with BankMobile, a financial services company to bring a more efficient, convenient and easy-to-use solution to handle financial disbursements. For more information about BankMobile, visit this link:

<https://bankmobiledisbursements.com/student-experience/>.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

You have the right to know the following:

- what financial assistance is available, including information on all federal, state, and institutional financial aid programs;
- the deadline for submitting applications for each program;
- how financial aid will be distributed, and the criteria used by the College to select financial aid recipients;
- how financial need is determined - this includes how costs for tuition and fees, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in the budget;
- the amount of financial need that has been met;
- the school's refund policy;
- what portion of the financial aid package received must be repaid and what portion is grant;
- what resources (such as parental contribution, other financial aid, assets, etc.) are considered in the calculation of his/her need;
- how the school determines if students are maintaining satisfactory progress, including the 150% rule, and how to re-establish progress.

Student Responsibilities

You are responsible for the following:

- reading, understanding, signing, and accepting responsibility for all forms and official documents you are asked to provide;
- completing all application forms accurately and submitting them on time to the appropriate office;
- returning additional documentation, verification, corrections, and/or new information requested by the Financial Aid Office;
- informing the Financial Aid Office of any additional assistance received for educational expense;
- accepting responsibility for all agreements and/or certifications signed;
- notifying the lender, if a loan is included in the aid package, of changes in name, address, or school enrollment status;
- knowing and complying with the College's refund policy and the Return of Title IV Funds;
- notifying the Financial Aid Office of changes in enrollment status, including a complete withdrawal from the College;
- complying with all application deadlines;
- paying any costs not covered by financial aid.

Student Right-to-Know and Campus Security Act

Public Law 101-542 as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991, is known as the Student Right-To-Know and Campus Security Act. Section 103 of Title I of the Act requires institutions to produce the completion or graduation

rate of certificate, diploma, or degree seeking, full time undergraduate students entering the institution and make this rate readily available to current students and to prospective students enrolling or entering into any financial obligation. Central Carolina reports the College's most recent graduation rate annually. This report is available on the College's website at www.cctech.edu at "About – Institutional Effectiveness and Planning – Institutional Effectiveness & Reporting – Student Achievement Goals and Reporting."

The Clery Act (formerly known as the Federal Student Right-to-Know and Campus Security Act of 1990) requires colleges and universities to publish and distribute an Annual Security Report.

The College's Annual Security Report describes security practices and procedures at all campuses of CCTC, sexual assault, dating violence, domestic violence, stalking policies, programs and procedures, and lists crime statistics for the most recent calendar year and the two preceding calendar years by campus. This report is available online at <http://www.cctech.edu/resources/campus-security/>, or the College will provide a paper copy upon request. The College also maintains a Daily Crime Log where individuals can access crime reports for any of the CCTC campuses. This crime log is available is available online at <http://www.cctech.edu/service-and-support/campus-security/crime-log>.

Crime statistics reported in this publication can also be requested by:

Mail: Campus Security Department

506 N. Guignard Dr. Sumter, SC 29150

Phone: (803)778-6655

Email: Direct inquiries to Securityoffice@cctech.edu

Online: You can view the Annual Security Report by visiting the Security web page at

<http://www.cctech.edu/resources/campus-security/> or through the U.S. Department of Education, Office of Post-Secondary Education Campuses Security website at <http://ope.ed.gov/security>.

Release of Student Information

The privacy and confidentiality of all present and former student records are preserved at Central Carolina Technical College. Student records are maintained and safeguarded by the Student Records Office. You have the right to inspect and challenge the accuracy of your records.

Separate files are maintained for records in the following categories: (1) academic, (2) disciplinary, (3) counseling, (4) financial aid, and (5) testing placement. When justified by legitimate law enforcement needs, the campus security agency may maintain confidential records relating primarily to its investigative function.

According to the Family Educational Rights and Privacy Act of 1974 (FERPA) when a student has attained 18 years of age or is enrolled in a postsecondary institution, the consent to issue records

and the rights of viewing those records are required of and accorded to the student alone. Therefore, only you may view your record or request in writing an issuance of the record. If parents or other designated individuals wish to review or receive copies of your record, they must have your written permission to view or receive a copy, or the parents must provide evidence that you are a dependent. A copy of this information will be maintained in the student's record.

Central Carolina Technical College will not release information to any other party without your written consent except in the following cases:

- Faculty members or administrators at Central Carolina Technical College may have access to your academic record if they can demonstrate justification.
- Release of your student information to local, state, or investigative/law enforcement agencies will be permitted only to those designated by law, including Department of Defense.
- A duly authorized representative of the College may release your student information which is specifically requested to lawyers for the plaintiff and defendant upon subpoena issued by proper court authorities.
- Names and academic records of those students who graduated the previous spring may be forwarded to their respective high schools for statistical purposes.
- Organizations conducting studies for educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, student aid or instruction.
- Accrediting agencies

In compliance with the Family Educational Rights and Privacy Act (FERPA), certain directory information may be released for currently enrolled students. This directory information, which Central Carolina can release without permission, includes the student's name, address, e-mail address, telephone number, program of study, date of enrollment, honors and awards received, degree/diploma awarded, unique student identifier numbers (not Social Security Number), and photographic, video graphic, and electronic images. This information will only be released while exercising extreme caution, so as not to cause you harm. If you wish not to have this information released, you must make the request in writing with the Student Records Office.

ONLINE RESOURCES

Accessibility for Online Courses

Central Carolina Technical College is committed to providing information in an accessible format. If you have any problems accessing the information in D2L (Desire2Learn) Brightspace please email distance@cctech.edu.

Computer Technology Courses

There are course-specific software requirements for computer application courses. Information Technology and administrative Office Technology (AOT, CPT, and IST) courses use specific Microsoft Office products and course assessment software in projects and assignments. For keyboarding classes, you will need to use course specific software. Students should refer to the course syllabus for specific information.

Copyright

It is the policy of Central Carolina Technical College to adhere to the State Board for Technical and Comprehensive Education's Policy 1-3-100 regarding copyright.

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code.) for creators of "original works of authorship" including literary, dramatic, musical, artistic, and published and unpublished works. It is illegal and against Central Carolina Technical College's policy to violate U.S. copyright laws. The College may refuse to make copies if, in its judgment, the copying would violate copyright laws.

Section 107-118 of the Copyright Act contains provisions for "fair use." A condition of "fair use" is that photocopies are not to be used for any purpose other than private study, scholarship, or research. Central Carolina has adopted the guidelines from the "Reproduction of Copyrighted Works by Educators and Librarians," printed by the Copyright Office, Library of Congress, Washington, D.C. Guidelines are available from the College library. These guidelines apply to faculty, staff, students and other members of the College community.

Copies of video recordings, sound recording, photographs, illustrations, and any other intellectual property are also subject to copyright laws. The College does not sanction, encourage, condone or consent to the use of unauthorized software.

The College's Copyright Officer is the Head Librarian.

Distance Learning

Distance learning offerings at Central Carolina Technical College utilize one or more technologies to deliver instruction to students who are separated from the instructor by time or distance. These methods may include the use of electronic learning management systems for online and hybrid delivery of courses and/or Web or videoconferencing technologies. Central Carolina's distance learning courses provide regular and substantive interaction between the students and the instructor, either synchronously or asynchronously.

D2L (Desire2Learn) Brightspace

CCTC's online courses are taught using course management software called D2L Brightspace. D2L Brightspace allows course materials (syllabi, instructions, links, etc.) to be put together in a secure course website. Students access the course information in D2L Brightspace via direct login or through myCCTC. Students communicate with the instructor and the other students in the course via email, discussion boards, and chat rooms. More information about online courses can be found on the College website at www.cctech.edu/online-learning.

Intellectual Property

It is the policy of Central Carolina Technical College to adhere to the State Board for Technical and Comprehensive Education's Policy 3-0-100 regarding intellectual property.

As such, the College maintains ownership, broadcast rights, property rights, and copyrights for all materials developed within the scope of employment and/or with College resources. The College President has the authority to enter into written property ownership agreements with employees, students, or independent contractors who create original works involving copyrights, patents, or other forms of intellectual property for use or ownership by the College. The College shall not waive the institution's copyright to works which are created within the scope of employment, enrollment in classes, or with the College's resources. The College shall not violate the provisions of the Federal Copyright Act or any other federal law or regulation.

Library Online Resources

Are you off campus and need help finding sources for a research paper or assignment? Do you need to create a Works Cited page for a paper? Just log into myCCTC and click on the Library Tab*. You will have online access to current academic research resources. *NOTE: If myCCTC is unavailable, online library resources are also available through the library web page at <http://www.cctech.edu/resources/library> or <http://cctech.libguides.com>. For assistance or more information, contact the Library at (803)778-6647 or by email at librarystaff@cctech.edu.

myCCTC Student Portal

The secure myCCTC portal is your personal link to the College. All of the electronic resources at the College are available to you at one location and with one sign-in. MyCCTC provides you access to financial aid awards, grades, transcripts, online Library resources, course information, and other College news and events. You will also use this portal to register for courses, access New Student Orientation, and access your online and hybrid classes.

You can access the login to myCCTC from the College's website at www.cctech.edu or directly at <https://mycctc.cctech.edu>.

Your computer-generated user name is created automatically by our system and cannot be changed. If you have a name change while being a student at CCTC, your displayed name can be changed for you by contacting Student Records.

The first time you log into myCCTC, you are required to create your own password, which will be used for all future log-ins. Should you need to reset your password, you may use the self-service password reset feature by clicking on the 'Forgot Password?' link located above the Login button. You will be prompted for your username and you will need to answer a security question before resetting your myCCTC password. The College's User Support Services provides assistance to students in accessing and/or using myCCTC as well as other computer resources. User Support Services is located on the Main Campus in Building M100, Room 121E or can be reached by phone at (803)778-6607 or email at support@cctech.edu.

Mobile Application CCTCgo

CCTCgo is the official mobile app for Central Carolina Technical College, offering secure access to your essential Central Carolina information, including:

- Campus Maps – An interactive map helps you get where you need to go
- Events and News – Don't miss out on campus activities and official information
- Social Media – Keeps you connected to all things Central Carolina
- Directory – Provides easy connection to any campus office, faculty, or staff member
- Course Lookup – See what courses are available and plan your registration
- Registration – Add or drop classes from your schedule
- Student Schedule – View your personalized course schedule
- Financial Aid – Check your financial aid status and available awards
- Midterm and Final Grades – Check your posted grades right from your phone or tablet
- Academic Transcript – Review your academic transcript anytime, anywhere

Having trouble signing in or want to provide feedback and ideas for future app releases? Contact User Support Services at support@cctech.edu or (803)778-6607.

Online Courses – D Sections

The College offers a wide variety of online courses for students who meet entrance requirements. (See online course prerequisites). You may choose from online and hybrid courses. Hybrid courses have a required classroom component. You will access your online or hybrid course through myCCTC. Log into myCCTC and go to the Student Tab. Click on the D2L-My Home page link. This will take you to D2L Brightspace. Select your course by clicking on the 9-block stack on the top right of the page. Follow the instructions from

your instructor for course success. Online courses have many of the same requirements as traditional courses including writing assignments, research papers, presentations, and projects. Online courses have the same learning outcomes as the traditional counterpart but the facilitation of the course may be adjusted for the online environment. Online courses use many teaching and communication resources, and students can expect to participate in online discussions and complete online quizzes/exams, writing assignments, research papers, presentations, and projects. Online courses will require students to utilize a webcam and microphone with proctoring software. The instructor will provide specific information regarding course expectations and online proctored testing requirements. Students are provided an opportunity to complete an online survey for each course. Student complaints or issues involving online courses may be reported to the Dean of Learning Resources, Planning & Institutional Effectiveness at (803)778-6638 or to bishopnw@cctech.edu.

Online and Hybrid Course Attendance Requirements - H Sections

Central Carolina Technical College expects you to participate in all instructional activities. Online courses are no different from classroom courses in this regard; however, participation must be defined in a different manner.

Student “attendance” in online courses is defined as active participation in the course and is documented by submission of assignments, completion of quizzes, participation in assigned discussions, or other activities defined by the instructor. Simply logging into the course will not be used as a measure of attendance. The online course syllabus will specifically define the active methods used to document attendance and student attendance will be recorded in the course’s attendance register. A student enrolled in an online course who does not complete the specified attendance activities defined in the course syllabus within the drop/add period will be dropped from the course as “Never Attended.” A student who fails to maintain active participation in an online course as defined in the course syllabus will be processed in accordance with the current College attendance policy and a grade of “WA” will be recorded along with the last date of attendance. Drop/add and withdrawal dates are listed on the website and published in the current College Catalog.

Hybrid courses have both face-to-face and online attendance requirements. The hybrid course syllabus will define the specific methods used to document attendance for both the online and face-to-face components and attendance for both components will be recorded in the course’s attendance register. A student enrolled in a hybrid course who does not complete the specified attendance activities defined in the course syllabus within the drop/add period will be dropped from the course as “Never Attended.” A

student who fails to maintain active participation in a hybrid course as defined in the course syllabus will be processed in accordance with the current College attendance policy and a grade of “WA” will be recorded along with the last date of attendance. Drop/add and withdrawal dates are listed on the website and published in the current College Catalog.

If you fail to maintain active participation in an online course as defined in the course syllabus, you will be processed in accordance with the current College attendance policy.

Online Course Prerequisite Competencies

Since online courses are Internet and computer-based, students need to have excellent computer, reading, and study skills. In order to be eligible to take online courses you must:

- Have completed CPT 102 or been placed into CPT 101 by the Technology Placement Test.
- Be able to use various computer programs such as Microsoft Word, web browser, etc.
- Be able to save files in various file formats and attach files to e-mail messages, etc.
- Be able to perform Internet searches; use email, chat, and discussion boards.
- Be able to study independently, be self-disciplined, and have good study and time-management skills.

Online Course Technical Assistance

User Support Services—(803)778-6607 or (803)778-1961, ext. 207 or support@cctech.edu

Distance Learning—distance@cctech.edu or

Rica Bird—(803)774-3343 or

birdrr@cctech.edu

Christi McElveen—(803)774-3389 or

mcelveencp@cctech.edu

Privacy of Students taking Online Courses

The College protects the privacy of students through adherence to the rules of the Family Educational Rights and Privacy Act of 1974 (FERPA). Because an online environment creates a record of student activity, it is subject to FERPA privacy rights. All faculty and staff receive annual FERPA training. Following the information security guidelines for the College, the vendor of the learning management system, a third-party service provider, agrees to implement and maintain appropriate safeguards to (1) insure the security and confidentiality of non-public student information, (2) protect against any anticipated threats to the security and integrity of such information, and (3) protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any student. In order to maintain confidentiality, students and faculty are responsible for keeping their password confidential.

Technical Information

In order for you to successfully participate in an online course, you will need reliable Internet service and a properly configured computer. Here are some of the technical requirements and considerations you will need:

Computer Capacity: You will need to ensure that your computer (hardware and software) has the capacity to access and run the online resources at Central Carolina. We will do our best to assist you with your computer problems; however, it is your responsibility to resolve any issues with your computer.

Webcam: Proctoring software uses a webcam to verify the student's identity from their ID as well as see their recorded testing session and check for any testing improprieties.

Computer Software: At a minimum, you will need software compatible with the current version of Microsoft Word to complete written assignments. In addition, some online courses have specific application software requirements. You will need to check the syllabus for your course and ensure that you have the correct software required in your course.

Internet: You will need reliable Internet service and a properly tuned web browser. A list of D2L supported browsers can be found at www.cctech.edu/online-learning/technical-requirements/.

Downloads: You will need to download several applications if these are not on your computer. One in particular is Adobe reader, which is free at www.adobe.com.

You will need to enable JavaScript, SSL, cookies, and Style Sheets on your browser. These options are usually enabled by default.

In order to use the chat application in D2L, your Internet browser must be able to access and run a Java Virtual Machine (JVM). The first time you try to use Chat without a JVM, you will be prompted to install a plug-in. If you accept the plug-in, a JVM will be installed and configured for your browser and you will no longer see the warning message.

Student Complaints/Grievance

Student grievance issues in online courses are handled in accordance with the College's Student Code of Conduct. A Grievance Form may be found online at <http://www.cctech.edu/resources/forms-library>. In addition, students may contact Nancy Bishop at bishopnw@cctech.edu through myCCTC email or call the Distance Learning Office at (803)774-3343. Questions regarding Grievance Procedures may also be directed to (803)778-7855.

Flexible Courses – X Sections

Our flexible course format offers a choice of face-to-face or Zoom instruction in some classes. These flexible classes are designated by a section that begins with X. Students choose to attend either face-to-face or through Zoom.

Zoom Classes – Z Sections

Zoom classes are taught by an instructor using Zoom online webinar software. Students are required to have a computer (Mac or PC) with strong internet connections, a microphone, webcam, and speakers or a headset. Zoom classes are synchronous classes, which means the students have to be participating in the webinar at the time of the instruction. The time and days of Zoom classes will be printed on the student's schedule and provided in the course syllabus. The instructor will teach from his/her office and the students can participate from anywhere they have a reliable internet connection, webcam, and headphones. Instructors may also record the session, but attendance will be taken by the student's presence in the Zoom session. The instructor will provide a link for the Zoom class and student will click on the link to sign into the meeting. D2L will be heavily utilized for sharing of resources/documents, testing, submission of assignments, online discussions, etc. students attending via Zoom are expected to behave in the same manner as if they were attending in person. In other words, if something would not be allowed in an in person class, then it will not be allowed in a Zoom class. Instructors have the discretion to mark students absent for unacceptable behavior and for activities that prevent full engagement.

ADDITIONAL STUDENT INFORMATION

Acceptable Use Agreement for Computing Resources

- A. **Acceptable Use** – The use of computing resources must be in support of official College business or education and research and must comply with federal, state, local, and college laws, regulations and policies.
- B. **Privileges** – The use of computing resources is a privilege. By participating in the use of these resources, you agree to be subject to and abide by this Acceptable Use Agreement. Willful violation of this agreement will be treated as misconduct and subject to appropriate disciplinary action. Illegal or immoral activities will be reported to proper authorities.
- C. **General Use Rules for Computing Resources**
 - 1. Wear your Central Carolina ID when using computers on campus.
 - 2. Follow established procedures when you use computers on campus.

3. Protect your myCCTC username and password by not allowing others to access it.
4. Conserve expensive resources by avoiding excessive printing or wasting computer time.
5. Do not make unauthorized changes to the settings on computer hardware or software.
6. Do not use computing resources for playing games or for sending frivolous, obscene, or harassing messages.
7. Be aware that confidentiality and privacy are not guaranteed. Computer use is subject to monitoring.
8. Do not bring children, food, or beverages into rooms with Central Carolina computers. The use of tobacco products and electronic devices (e.g. iPods, MP3, etc.) are prohibited in any of the computer labs.
9. Do not use computing resources for private, recreational, commercial, or political activities or to threaten, harass, or intimidate others.
10. Vandalism, disruption of services, attempting to circumvent security measures, spreading computer viruses or worms, viewing/transmitting pornography, promoting hate sites, installing software, or connecting electronic devices is prohibited.
11. Users are personally liable for any copyright violations or unauthorized bills incurred.
12. Users are responsible for any damages incurred by inappropriate use of computing resources.
13. Cell phones should be set on vibrate or turned off so they will not disrupt class.

Alcohol-Free/Drug-Free Environment

It is the policy of the South Carolina Technical College System and Central Carolina Technical College to provide a drug free, healthful, safe and secure work and educational environment. Students are required and expected to report to their class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System and the College prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol in the educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes. Educational setting includes both institutional premises and approved educational sites off campus. In order to prevent the consequences of alcohol and other drug abuse in the educational setting, the South Carolina Technical College System and the College has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System and the College recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and

recommends student rehabilitation and assistance programs and encourages students to use such programs.

The College offers drug-free awareness programs for students. Such programs will annually ensure that students are aware that:

- Alcohol and other drug abuse in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury, poor health, or even death. A list of health risks and effects of controlled substances and alcohol will be provided to students.
- Alcohol and other drug abuse can also significantly lower performance in the classroom, thus impacting on the agency and the college mission as well as seriously affecting the student's educational and career goals.
- It is a condition of admission that all students must abide by the policy on alcohol and other drug use as well as related procedures/statements/laws/guidelines. Violation of any provision may result in disciplinary action up to and including or expulsion respectively and may have further legal consequences consistent with federal and state laws and regulation. Additionally, the Chief Student Services Officer may require a student to enter a student assistance or drug rehabilitation program as a condition of enrollment.
- Use of student assistance programs (SAP), or drug/alcohol rehabilitation services is encouraged.

Bookstore

The bookstore is located in the Student Center in Building M100, Sumter Main Campus and in Building K1100, Kershaw County Campus, and carries textbooks, software, and supplies to support the programs at the College. Cash, personal checks, debit/credit cards, and financial aid are accepted for payment. Books may also be purchased at other campus sites for students at those locations. Textbook requirements for courses are posted online at: <http://bookstore.cctech.edu> or in myCCTC on the Financial Services page. Books may also be purchased online at <http://bookstore.cctech.edu>.

Career Services Center

Career planning services are available to assist current and prospective students in making realistic and appropriate career plans. These services are available in the Career Services Center, Bldg. M500, Room M525. The following services are offered at no charge:

- **Career Assessments:** Assessments are available to help students identify interests, values, and personality preferences to become more aware of career options, and investigate non-traditional careers.
- **Career Counseling:** Career Counselors can assist students formulate career plans.
- **Career Readiness Workshops:** Various seminars, including employability skills, interviewing tips,

and career planning, are offered throughout the year. Students can view a complete listing of available workshops on the College's website.

- **Employment Services:** Employment services are offered to enrolled students and alumni to assist in exploring and securing jobs. Full-time, part-time, and temporary positions for students are posted and managed through the Career Services job posting database. Career Services personnel are available to assist students with information, referrals, résumé and application preparation, and interviewing techniques. Whether or not a student secures a particular job depends primarily on their qualifications and how well they handle the job interview. These services are located in the Career Services Center, Bldg. M500, Room M525.
- **Job Seeking Skills:** Resources are available to assist with résumé preparation and interviewing techniques and help research employment opportunities.
- **Online Career Resources:** Websites offer career assessments to assist in learning more about them self and the world of work. These sites can help students research information about occupations, values, interests, skills, educational programs, and more.
- **Titan Attire Program:** Students and recent alumni are encouraged to use the FREE clothes closet to secure industry-appropriate attire for interviews and starting new jobs.
- **Transfer Services:** University/College information and transfer assistance is available in the Career Services Center.

Central Carolina Technical College's employment services are available free of charge to both students and employers.

Central Carolina Technical College offers employment services for:

- All students completing requirements for an associate degree, diploma, or certificate. Upcoming graduates are encouraged to reconnect with the Career Services Center during the semester prior to graduation. Graduates may utilize the services of the Career Services Center following graduation.
- Graduates and students are encouraged to activate their free College Central Network account to view local and national job openings and to have their résumés reviewed.

Health and Medical Services

As a nonresidential college, Central Carolina does not maintain medical or infirmary facilities.

Home Contracts

Students who are relocating may request this degree completion option by making application for a "Home Contract." Criteria for approval will include the completion of at least 25 percent of the required curriculum courses in residency from Central Carolina

Technical College. A one-year completion rate is mandatory. Students should see their advisor who will collaborate with the Registrar to make the necessary arrangements.

Inclement Weather

If weather conditions cause the College to close, public announcements will be made on area radio and television stations. A message will also be placed on the College's telephone voicemail system (803-778-1961 or 1-800-221-8711), the website (www.cctech.edu), and social media.

Library

The mission of the Central Carolina Technical College Library is to support academic success, promote information literacy, and contribute to lifelong learning of the students, faculty, and staff through exceptional customer service, reference assistance, resources, and instruction. In carrying out its mission, the library acquires and provides access to appropriate print and online resources, provides an environment conducive to study and research, provides access to services and resources to college users through multiple technologies, and provides individualized and group instruction in the access and use of electronic and print information.

The Central Carolina Library is located in Building M500. Students, faculty, and staff have access to books, periodicals, newspapers, and audiovisual resources as well as the Library's online electronic resources. Internet access is available at computer workstations and on portable laptops in the Library. Online Library resources are available from off-campus by logging in to myCCTC. The Library Tab in myCCTC links to the Library's catalog, electronic book collection, and online subscription services. Links to helpful handouts are available on the Library page of myCCTC. The Library's physical collection consists of over 9,000 items including books, DVD's, and audio books. The Library subscribes to over 29 periodicals, including the local newspapers from the four-county area. The Library's online resources include over 400,000 book titles and 70 databases offering thousands of journal, magazine, book, and newspaper articles. Additionally, the Health Sciences Building downtown houses books covering nursing and allied health topics. The Law Collection and study space is located on the second floor of the Downtown Legal Studies Center. The Lee County Campus and the Kershaw County Campus also have resources, computers, and study areas for students at these campuses. All students have online access to the Library's electronic collection. For Library hours of operation, circulation policies, and links to the Library's online resources go to the Library tab in myCCTC at <https://mycctc.cctech.edu> or <http://www.cctech.edu/resources/library>. Contact the library staff for assistance; email us at librarystaff@cctech.edu or call (803)778-6647.

Currently enrolled students with a current semester sticker on their CCTC ID card may also borrow

materials from the Sumter County Library, the Kershaw County Library, the Lee County Library, and the Harvin Clarendon County Library. Through the PASCAL Delivers service, students may request to borrow library books from many of South Carolina's colleges and universities.

Loitering

You are not permitted to loiter in the halls while classes are in session. If you are found loitering, you will be requested by faculty or staff members to go to the Student Center for relaxation or the Library to study. Out of consideration for your fellow classmates, please comply with this regulation. For the protection of faculty, staff, and students, loitering is not permitted on the College grounds and annex facilities. All persons who are not faculty, staff, students, or conducting college-related business will be directed to leave the campus.

Parking

Vehicles used on College property must be registered at the College Security Office in Building M100, Room M117, Sumter Main Campus, Kershaw County Campus, F.E. DuBose Campus, or Lee County Site. Vehicle registration must be repeated each academic year. The registrant must present a valid driver's license and state vehicle registration certificate, as well as a tuition payment receipt to register a vehicle. Student parking decals are valid for one academic year beginning in the fall. The Central Carolina parking decal must be clearly displayed on the **outside** of the vehicle's left (drivers') side rear bumper or rear window of an automobile for vehicle registration to be complete. As an alternative, a hanging tag may be purchased, and is non-refundable.

The Central Carolina registrant of a vehicle is responsible for any parking violations incurred by the vehicle. Vehicles parked on College property without a current, appropriately displayed Central Carolina parking decal/tag or parked in unauthorized areas are subject to be ticketed and/or towed at the owner's expense. Parking permits are non-transferable from one vehicle to another. Each vehicle parked on campus must be registered with the security office.

Student parking is available on a first-come first-served basis for students with a current Central Carolina parking decal/tag. Students may not park in spaces which are reserved for the handicapped or visitors. Students parking in areas marked for visitors or handicapped will be ticketed and/or towed at the owner's expense. Anyone — faculty, students, or visitors — without a handicapped decal will be ticketed if the vehicle is parked in the reserved handicapped spaces.

Central Carolina is not responsible for damage or theft of a vehicle or the contents of the vehicle on college property.

Posting and Distribution of Information

All written announcements, advertisements, and notices intended for placement on bulletin boards or distribution around campus must be approved by the Office of Student Life prior to being posted or distributed anywhere on the Central Carolina Technical College campus. Materials posted or distributed must be primarily for educational purposes or the general welfare of the students, faculty, and staff. Solicitation for the purpose of financial profit or personal gain is prohibited. All notices will remain no longer than thirty calendar days or no longer than three days following the event. Notices or informational flyers may only be posted on bulletin boards. They may not be posted on walls or doors at the College. Notices posted without proper approval will be removed and discarded.

Student Identification Card (ID)

Upon enrollment, you are required to obtain a College Identification Card from the Security ID office in Building M100, Room M117, or at the Kershaw County or F.E. DuBose Campus. A tuition payment receipt and picture ID are required for the College ID card to be issued. ID's must be validated each semester of attendance.

Regulations for Use of Identification Card

- This card must be carried at all times and is to be worn in the computer labs and shown for identification upon the request of any security officer, faculty member or administrator.
- Lending this card to anyone or failure to present it when requested by authorized personnel is a violation of school regulations and subjects the holder to disciplinary action.
- This card should be returned to the counselor who completes the withdrawal form if you withdraw from the College.
- Loss should be reported immediately to the Security Office. Cost of a replacement card is \$2.

Testing Center

Proctored testing services are available at the Main Campus, Shaw AFB Education Center Site, F.E. DuBose Campus, Kershaw County Campus, and Lee County Site.

The Main Campus Testing Center administers the following: College placement tests, proficiency tests, CLEP & DSST exams, TEAS and NACE exams, makeup tests, retests, WorkKeys, proctored exams for other institutions, and various other tests. Testing services and operating hours vary by testing location. Visit www.cctech.edu for more information.

An appointment can be scheduled online for the majority of our testing services through the Testing Center Registration page on the CCTC website. To register online, visit www.cctech.edu and click on “Campus Life,” “Testing Center,” “Testing Center Registration,” and then choose the testing location and complete the online prompts to schedule your testing appointment. You will receive an email confirming the details of your appointment once you have completed this process. You may also schedule an appointment by contacting the Testing Center at testingcenterstaff@cctech.edu or (803)778-3306.

Testing candidates who have accommodations should call the Testing Center in which you registered to arrange accommodations in advance of your test date.

Titan Writing Center

The Titan Writing Center is available to help all students improve their writing abilities and acquire the skills needed to succeed at writing tasks in academic and professional communities. English Department faculty consultants provide one-on-one assistance on a wide range of writing tasks and projects, including research papers for all disciplines, literary analyses, lab reports, resumes, and business letters. Students are invited to meet with a consultant at any stage of the writing process for guidance on generating a topic, building an argument, incorporating research, revising a draft, or learning about grammatical errors.

Writing Center Consultants are available for both face-to-face and online tutoring services. To meet with a tutor, students can book their appointments by visiting the Titan Writing Center in M101 on Main Campus.

Tobacco Free Campus

It is the policy of Central Carolina to prohibit the use of any tobacco product, vaping product, or e-cigarette on all College owned, operated, occupied, controlled or leased property. This includes all buildings, facilities, and grounds whether or not signs are posted. This includes, but is not limited to: buildings, parking lots, sidewalks, and other outdoor passageways, green spaces and common areas, as well as College vehicles and personal vehicles while on College property. Individuals who violate this policy are subject to fines and disciplinary action.

Use of Electronic Devices/Phones

Central Carolina Technical College’s faculty, staff, and administration support an effective learning environment by placing a limitation on the use of electronic devices such as cell phones. Students are not allowed to have their cell phones in “active” mode that will create a noise or disruption to the class, lab, or clinical environment during the instructional time under any circumstances unless a college emergency exists, and the student needs security or assistance. In addition, if a student chooses to leave the classroom, lab, or clinical environment to receive a call, the student may be counted absent unless prior arrangements have

been made with the instructor, and/or it is later determined that a bonafide emergency existed. Emergencies generally involve serious medical situations, accidents, and incidents where a person’s presence or communication is crucial. The use of recording devices or laptop or notebook computers is at the discretion of the faculty member. Individuals who violate this policy may be subject to disciplinary action. You are cautioned against having family and friends call during class time since you will be called out of class only to receive emergency messages.

Visitors

Visitors to Main Campus should check in at the Student Services Center (M300) and the Front Office at Outreach Campuses. You are asked not to bring members of your family on the campus during class hours. Loitering is not permitted. Identification may be checked by campus security personnel.

SPECIAL PROGRAMS

TRIO Student Support Services

This is a federally funded program designed to provide educational opportunities to increase the retention and graduation rates of first generation, low income, and disabled students. Tutoring, personal and educational counseling, career planning, cultural awareness, campus visits and college transfer planning are provided to qualified students. This program is administered through the TRIO Student Support Services Office in Building M500, Room M583, Sumter Main Campus.

TRIO Veterans Upward Bound

This is a federally funded program designed to prepare, motivate, and assist first generation, low income and at risk veterans, in the development of academic and other skills necessary for acceptance into and success in a program of postsecondary education. The focus is on improving the academic performance of veteran students through increasing: (1) standardized test performance, (2) retention or completion of the VUB program, (3) postsecondary enrollment, and (4) postsecondary completion. This program is administered through the TRIO Veterans Upward Bound Office in Building M500, Room M583, Sumter Main Campus.

Student Life

Student Life at Central Carolina is an important dimension of the overall educational experience at the College. A variety of ways to participate allows each student the opportunity to broaden his or her experiences. A number of social and cultural activities for students are planned throughout the year. The College has several student organizations. Watch for student activities, which will be announced on myCCTC in the Student Life page and the College’s Calendar. Student Life is located in Building M500, Room M542, Sumter Main Campus.

Procedures for Establishing a New Student Organization

Following are procedures for establishing a new student organization:

- Have at least ten members who are interested in forming the organization. These members must be current students at Central Carolina Technical College.
- Enlist an individual interested in serving as a faculty/staff advisor.
- Submit the Request to Organize Form to the Student Life Coordinator signed by at least ten prospective members and the potential faculty/staff advisor.
- A representative of the organization will present the Request to Organize Form to the Student Life Coordinator. The Student Life Coordinator will forward the request to the College administration for approval. Organizations whose objectives are strictly social in nature or whose objectives do not support the mission of the College will not be approved. The organization cannot be recognized until approved by the College administration.
- Within three weeks after approval, a constitution must be submitted to the Student Life Coordinator in addition to a list of officers and members.
- The advisor's signature must be obtained after completing the Request to Organize Form. Return this form to the Student Life Coordinator.

Students with Disabilities

Central Carolina Technical College, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, is responsive to the needs of students with disabilities. There are wheelchair entrances to each building on campus, as well as special parking accommodations and restroom facilities. If you require accommodations, contact the Disability Services Coordinator for an appointment. Students must request accommodations each semester by contacting Kenya Dennis, Disability Services Coordinator at (803)778-7871 or (800)221-8711. The Telecommunications Device for the Deaf (TDD) is (803)774-3313. Disability Services is located in Building M500, Room M543.

Service and Support Animals

Central Carolina Technical College is committed to allowing service animals to assist individuals with disabilities.

A service animal defined by Title II and Title III of the American with Disabilities Act (ADA) is any animal that is individually trained to do work or perform tasks for the benefits of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. There is a provision regarding miniature horses as services animals, meeting specific assessment factors.

Service animals are generally permitted in all facilities and on all campuses with the exceptions made in

regards to safety of the animal and the individual. These exceptions will be considered on a case-by-case basis to determine whether the service animal poses a possible danger, is in possible danger, and if other reasonable accommodations can be provided.

Types of Service Animals:

- Guide dog – Guide dog is a carefully trained dog that serves as a travel tool by persons who are blind or have severe visual impairment.
- Hearing dog – Hearing dog is a dog who has been trained to alert a person with significant hearing loss or who is deaf when a sound, e.g. knock on the door occurs.
- Service dog – Service dog is a dog that has been trained to assist a person who has a mobility or health impairment. Types of duties the dog may perform include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after the person falls, etc.
- Sig dog – Sig dog is a dog trained to assist a person with autism. The dog alerts the partner to distracting repetitive movements common among those with autism, allowing the person to stop the movement (e.g. hand flopping). A person with autism may have problems with sensory input and need the same support services from a dog that a dog might give to a person who is blind or deaf.
- Seizure response dog – Seizure response dog is a dog trained to assist a person with a seizure disorder; how the dog serves the person depends on the person's needs. The dog may stand guard over the person during a seizure, or the dog may go for help. A few dogs have somehow learned to predict a seizure and warn the person in advance.
- Therapy and Companion Animals are not generally covered under the ADA. However, if the animal is specifically trained to perform a task for the owner, the requests will be evaluated on a case-by-case basis.

Students and visitors requesting to have service and support animals on campus, should contact the Disability Services Coordinator at (803)778-7871 or (800)221-8711, Building M500, Room M543.

SAFETY PROCEDURES

Plan for Safety

Safety is no accident! Proper planning and a coordinated response will reduce confusion and limit injuries. Please take time to read, understand, and follow the College's established safety procedures for responding to emergencies. The success of any plan depends on the participation of everyone.

Security Office

Central Carolina provides security services at the following locations. All emergencies should be reported to campus security, or the nearest college official.

- Main Campus – Building M100, Room 117; 803-778-6623 or ext. 223
- Health Science Center/Legal Studies Center – Building H2000, Security Station; 803-778-6627, or ext. 227
- Advanced Manufacturing Technology Training Center – Building A1000, Security Station; 803-774-3373 or ext. 373
- Kershaw County Campus – Building K1100, Security Station; 803-425-8388, ext. 659
- F.E. DuBose Campus – Building C1000, Security Station; 803-473-2531, ext. 623

Bomb Threat Procedures

Bomb threats are serious crimes under South Carolina Code and will be reported immediately to the police department by calling 911. College personnel will react to bomb threats according to established procedures.

The local police and fire departments have control over the scene when responding to any emergency, including a bomb threat. The College President or his/her designee in concert with the local police and fire departments will decide when college personnel and students will re-enter the building and resume work/classes.

You should be observant of anything unusual. If anything is discovered that is suspicious, contact Campus Security immediately. Do not attempt to move or open a suspicious box, book bag, or anything else for which the contents are unknown and suspicious. Individuals who receive a bomb threat should call 911 immediately from another telephone, and call Campus Security from another telephone, who in turn will notify the President and Vice Presidents.

Crime Prevention

Help prevent crimes by securing your property, valuables, and vehicle. Report any crimes, suspicious people, and unsafe activities to Campus Security. If you want to report a crime anonymously, do so at <http://cctech.edu/resources/campus-security/anonymous.tip/>.

Drugs, Alcoholic Beverages, and Weapons

Drugs, alcohol, and weapons of any kind, including firearms, are not permitted on any campus (including inside vehicles) of Central Carolina Technical College. Persons who hold a Concealed Weapons Permit are not authorized to possess a weapon on campus. Violators are subject to prosecution under state law and the Student Code of Conduct.

Emergency Notification System

The College deploys the following types of emergency notification alerts to inform faculty/staff, students, and visitors of emergencies on campus requiring immediate action:

- Text messaging – individuals with cell phone numbers specified in the Banner database are

included in the notification delivery.

Individuals must opt out in order to be excluded from this service.

- Phone calls – emergency messages can be sent to up to two phone numbers specified in the Banner database.
- Emails – emergency messages can be sent to email addresses in the Banner database.
- Broadcast messaging – emergency messages can be broadcast to classrooms and offices to be displayed on computer monitors and/or projected onto screens or monitors through computer projection technology.
- Digital signage – digital signs have been installed throughout the college and can be used to display emergency messages.
- myCCTC and public website – announcements may be made in the College's web portal, myCCTC and/or the public website.
- Social media – announcements may be made on the College's Facebook and Twitter accounts.

This list does not imply that all media will be used for every notification. Every incident is unique; therefore, different communication media will be activated based on their reach, effectiveness and location. CCTC Campus Security tests emergency response and evacuation procedures on at least an annual basis during drills and other exercises.

Evacuation - Long Continuous Blast

A long continuous blast signals the need to evacuate the building. Following the information on the emergency action schematic for that location, you should walk (not run) to the nearest exit and move to the designated rally point.

Take valuables with you and exit quickly and quietly. Instructors are to make sure that no one is left inside the classroom and close the door. (A closed door will slow the movement of fire and smoke through the building and could give valuable seconds for the evacuation of those who may still be in the building.)

Instructors and students are to help anyone with a disability or in need of assistance to exit the building.

Instructors and supervisors should account for their constituents. Instructors are to move their classes to the predetermined rally area as quickly as possible and keep students together by classes until further information is given.

Central Carolina Safety Team members and security personnel are to check their areas to ensure that no one remains in the buildings and that everyone moves to the rally point.

Three short blasts of the emergency communication system indicate the “all clear” to return to the building. In case of an actual fire, you should pull the nearest fire alarm and follow the evacuation procedures as stated

above. Go to the nearest telephone outside of the building and dial 911 to report the fire, and also notify Campus Security.

The local police and/or fire departments have control over the scene when responding to any emergency. The College President or designee, in concert with the local police and fire departments, will decide when college personnel and students will re-enter the buildings and resume work/classes.

Sheltering Procedures

A broken siren (several short blasts in succession) signals the need to find appropriate shelter. You should move quickly and quietly to the nearest sheltering location as depicted in the building's emergency action schematics – in halls and classrooms, away from glass doors and windows, and on interior walls on the lowest floor of the building. Close doors and windows if time permits. Sit on the floor and cover your face with your arm or a cloth to protect against flying debris. Place a book on your head if available or get under a desk.

Instructors and supervisors should account for their constituents. Remain in the shelter location until the "all clear" is sounded, which is three short blasts. Instructors are to maintain students together until the "all clear" is sounded.

If there is a significant threat of severe weather, classes will be dismissed and/or cancelled. The decision to dismiss or cancel classes will be made by the College President or designee. The College President or designee will communicate the decision to dismiss or cancel classes internally by e-mail. The Public Information Officer will put a message on the college telephone system, website, and social media regarding delays and closures. In addition, the Public Information Officer will contact local and regional radio and television stations to communicate the decision externally.

Medical Emergency Procedures

If a medical emergency occurs in the presence of any College personnel, the faculty/staff member is to clear non-essential personnel from the area and attend to the needs of the person with the emergency. He/she is to also determine if the person requires medical attention.

If a person requires medical attention, the faculty/staff member will:

1. Have someone stay in attendance with the sick or injured person at all times.
2. Dial 911 and describe the problem, location, and primary entrance. (Note: The emergency system routes 911 calls directly to the emergency response center without having to dial the "9" for an outside line.)
3. Assign someone to guide emergency medical personnel to the location of the sick or injured person.

4. Call the Security Department and direct them to the emergency.
5. Contact the Custodial or Maintenance Department for the cleanup and disposal of any blood or body fluids. (Custodial and Maintenance personnel have been trained in the protection from bloodborne pathogens.)
6. Obtain and complete an Incident Report and submit it to the Security Department as soon as possible after the emergency, but within three (3) days.

If the emergency involves the injury of a student, the student should obtain a CCTC First Report of Injury/Illness form from the Human Resources or Campus Safety/Security Office as soon as possible after the emergency, and submit the completed form to the Human Resources Office. The Security Department will notify the Vice President for Business Affairs of all medical emergencies and will maintain appropriate official files regarding medical emergencies for three years.

STUDENT CODE

I. Policy

It is the policy of Central Carolina Technical College to govern student conduct and guarantee due process procedures for students in accordance with the State Board for Technical and Comprehensive Education (SBTCE) Policy 3-2-106. The Student Code of Conduct sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBTCE Procedure 3-2-106.2 or SBTCE Procedure 8-5-101.1. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community. The Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

II. Principles

Technical/community college students are members of both the community and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership.

As members of a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student's alleged behavior simultaneously violates college regulations and the

law, the college may take disciplinary action independent of that taken by legal authorities.

When it has been determined that a student violated a federal, state, or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college.

When a student's alleged violation of the law, whether occurring on campus or off campus, may adversely affect the college's pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

III. Solutions of Problems

The College will first seek to solve problems through internal review procedures. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical college System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

IV. Definitions

When used in this document, unless the content requires other meaning:

1. "College" means any college in the South Carolina Technical College System.
2. "President" means the chief executive officer of the College.
3. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
4. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.

5. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
6. "Student" means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.
7. "Instructor" means any person employed by the college to conduct classes.
8. "Staff" means any person employed by the college for reasons other than conducting classes.
9. "SGA" means the Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college's administration or in the college's governance system.
10. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
11. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
12. "Instructional Days" means any weekday (M-F) in which classes are in session.
13. "Close of Business" means the time that the administrative offices of the college close on that specific workday.
14. "Approved Method of Notification" means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.

I. Student Rights

- A. Freedom from Discrimination—There shall be no discrimination in any respect by the College against a student or applicant for admission as a student on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law.
- B. Freedom of Speech and Assembly—Students shall have the right to freedom of speech and assembly without prior restraints or

censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner developed and approved by the College. In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

- C. Freedom of the Press—In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.
- D. Freedom from Unreasonable Searches and Seizures—Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. Right to Participate in College Governance — Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college's area commission.
- F. Right to Know Academic and Grading Standards — Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades. Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic conduct.
- G. Right to Privacy—Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.
- H. Right to Confidentiality of Student Records— All official student records are private and confidential and shall be preserved by the College. Separate record files may be maintained for the following categories: (1)

academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs. In addition, disciplinary records are maintained by the Chief Student Services Officer.

Student education records will be maintained and administered in accordance with the Family Educational Rights and Privacy Act of 1974, the guidelines for the implementation of this act, and other applicable federal and state statutes and regulations.

- I. Right to Due Process—At a minimum, any student charged with misconduct under this code is guaranteed the following: 1) the right to receive adequate notice of the charge(s); 2) the right to see and/or hear information and evidence relating to the charge(s), and 3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this Code.

II. Student Responsibilities

- A. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college's educational mission.
- B. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus, while participating in off-campus college sponsored activities, and while participating in off-campus clinical, field, internship, or in-service experiences.
- C. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. Ordinarily, if a student's behavior disrupts class, the instructor will provide a warning about said behavior. However, if the unacceptable conduct/disruption jeopardizes the health, safety, or well-being of the student or others, or is otherwise severe or pervasive, the instructor may immediately dismiss the student for the remainder of the class. Any disruption may result in a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student. The college reserves the right to review syllabi in connection with this provision.

III. Student Conduct Regulations

The following list identifies violations for which students may be subject to disciplinary action. The list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

A. Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action.

1. Cheating on tests is defined to include the following:
 - a. Copying from another student's test or answer sheet.
 - b. Using materials or equipment during a test not authorized by the person giving the test.
 - c. Collaborating with any other person during a test without permission.
 - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
 - e. Bribing or coercing any other person to obtain tests or information about tests.
 - f. Substituting for another student, or permitting any other person to substitute for oneself.
 - g. Cooperating or aiding in any of the above.
2. "Plagiarism" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
3. "Collusion" is defined as knowingly assisting another person in an act of academic dishonesty.
4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

B. Abuse of Privilege of Freedom of Speech or Assembly

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the College or any other location where such activity is conducted or sponsored by the College. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person in violation of any federal, state, or local law will be turned over to the appropriate authorities.

C. Falsification of Information and Acts Intended to Deceive

Falsification of information and other acts intended to deceive include, but are not limited to the following:

1. Forging, altering, or misusing college documents, records, or identification cards.
2. Falsifying information on college records.

3. Providing false information for the purpose of obtaining a service.

D. Actions which Endanger Students and the College Community

Actions which endanger students and the College community include, but are not limited to the following:

1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the College.
2. Possessing, using, or threatening to use any incendiary device or explosive unless such possession or use has been authorized by the College.
3. Setting fires or misusing or damaging fire safety equipment.
4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
5. Endangering the health, safety, or wellbeing of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
6. Sexual violence, which refers to physical sexual acts perpetuated against person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2-106.2.
7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

E. Infringement of Rights of Others

Infringement of rights of others is defined to include, but not limited to the following:

1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.
2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the College's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated

- through SBTCE procedure 3-2-106.2. or SBTCE procedure 8-5-101.1.
3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or that has, in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion or disability, it may constitute harassment under other provisions of this Code.
 4. Bullying or harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Bullying or harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law, will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the College's program, thereby creating an intimidating or hostile learning environment.
 5. Engaging in any activity that disrupts the educational process of the College, interferes with the rights of others or adversely interferes with other normal functions and services.

F. Other Acts which Call for Discipline

Other acts which call for discipline include, but are not limited to the following:

1. Possessing, using, or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
2. Possessing, using, or distributing on campus any beverage containing alcohol.
3. Violating institutional policies while on campus or off campus when participating in a college sponsored event or activity.
4. Violating any South Carolina and/or federal laws while on campus or off-campus.

IV. Student Disciplinary Procedures

The procedures and sanctions that follow are designed to channel faculty, staff, or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE procedure 3-2-106.2 or SBTCE procedure

8-5-101.1. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this Code.

A. Interim Suspension

In certain situations, the President, or President's designee, may temporarily suspend a student before the initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the College poses a substantial and immediate threat to the student or to others or poses a serious threat of disruption of, or interference with, the normal operations of the College.

The interim suspension process is as follows:

1. When the Chief Student Services Officer, or designee, becomes aware of a situation which may warrant interim suspension, the Chief Student Services Officer, or designee, will consult with the President, or President's designee, to confirm the imposition of interim suspension. This consultation includes providing the President, or President's designee, with the nature of the alleged infraction, a brief description of the incident(s) and the student's name. The decision to impose interim suspension should occur by the close of business within two (2) instructional days.
2. The Chief Student Services Officer, or designee, will inform the student through an approved method of notification about the decision to impose an interim suspension. This notification must be sent within two (2) instructional weekdays of receiving the information from the President, or designee. This notification must include the following information:
 - a. the reason(s) for the interim suspension;
 - b. notice that the interim suspension does not replace the regular hearing process;
 - c. information about requesting a hearing before the Hearing Committee; and
 - d. notice that the student is denied access to the campus during the period of suspension without prior approval of the Chief Student Services Officers.

B. Academic Misconduct

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct

and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.

2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
 - a. Completion of an educational activity relating to the nature of the offense.
 - b. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - c. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - d. Assign a failing grade for the course.
 - e. Require the student to withdraw from the course.
 - f. Egregious or repeat offenders may be referred to the College's conduct officer for a review of the matter. Such referrals will follow the Student Misconduct procedures and the sanctions that accompany it.
3. If the student is found responsible for the academic misconduct, within five (5) instructional weekdays of the meeting with the student, the instructor, or designee will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.
4. The Chief Academic Officer, or designee, will send a notification to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Academic Officer within seven (7) instructional weekdays of the date of the Chief Academic Officer's notification.
5. If the student requests an appeal, the Chief Academic Officer, or designee, will send an approved method of notification to the student's address of record. This letter must contain the following information:
 - a. a restatement of the charge(s);
 - b. the time, place, and location of the appeal;
 - c. a list of witnesses that may be called; and
 - d. A list of the student's basic procedural rights. These rights follow:

1. The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
2. The right to present witnesses on one's behalf.
3. The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
4. The right to know the identity of the person(s) bringing the charge(s).
5. The right to hear witnesses on behalf of the person bringing the charges.
6. The right to testify or to refuse to testify without such refusal being detrimental to the student.
7. The right to appeal the decision of the Chief Academic Officer to the President.
- e. A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.
6. On the basis of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
 - a. Accept the decision and the sanction imposed by the instructor.
 - b. Accept the instructor's decision but impose a less severe sanction.
 - c. Overturn the instructor's decision.

Within two (2) instructional weekdays of the meeting with the student, the Chief Academic Officer, or designee, will notify the student of the decision through an approved method notification. The notification must also inform the student that the decision may be appealed to the College's President and that any appeal request must be written and must detail the reason(s) for the appeal. The student seeking the appeal must provide reasons for the appeal which sets forth a statement that specifies the issues that further review is sought and any evidence which supports the issue(s) on appeal. The written appeal must be sent to the President within five (5) instructional weekdays of the receipt of the Chief Academic Officer's decision. After receiving the student's request, the President will review all written materials, non-written materials, and evidence relating to this incident and render one of the following decisions:

 - a. Accept the decision and the sanction imposed.

- b. Accept the decision but impose a less severe sanction.
- c. Overturn the decision.
- d. Remand the case to the Student Hearing Committee to be re-heard. The decision of the hearing committee is final.

The President's decision is final and cannot be appealed further.

C. Student Misconduct

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Services Officer as soon as possible after the incident occurs, but no later than ten (10) instructional days after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Chief Student Services Officer, or designee, will determine whether the circumstances merit an extension of the deadline.

1. Preliminary Investigation

Within seven (7) instructional days after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information. If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- a. Reprimand—A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b. Restitution—Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.
- c. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a

designated topic, or participation in a special project or activity.

- d. Disciplinary Probation—A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e. Loss of Privileges—Suspension or termination of particular student privileges.
- f. Suspension from the College—Separation from the College for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer or designee, has been granted.
- g. Expulsion from the College—Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- h. Any combination of the above.

Within five (5) instructional days of the preliminary investigation, the Chief Student Services Officer, or designee, will send an approved method of notification to the student. This notification will confirm the date of the investigation, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulations(s), state the sanction that was imposed. This notification must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than five (5) instructional days after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer, or designee, for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance should the student decide to go before the Hearing Committee.

2. Hearing Committee

- a. The Hearing Committee shall be composed of the following:
 - 1. Two faculty members appointed by the Chief Academic Officer and approved by the President.

2. Two student members appointed by the appropriate student governing body and approved by the President.
 3. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
 4. The Chief Student Services Officer, or designee, who serves as an ex officio non-voting member of the Committee and who presents the case.
 - b. The Hearing Committee shall perform the following functions:
 1. Hear cases of alleged violations of the Code of Student Conduct.
 2. Insure that the student's procedural rights are met.
 3. Make decisions based only on evidence and information presented at the hearing.
 4. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
 - a. Academic Misconduct Sanctions
 1. Completion of an educational activity relating to the nature of the offense.
 2. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 3. Require the student to repeat or submit the paper, project assignment, or examination involved in the act of misconduct.
 4. Assign a failing grade for the course.
 5. Require the student to withdraw from the course.
 6. Egregious or repeat offenders may be referred to the College's conduct officer for a review of the matter. Such referrals will follow the Student Misconduct procedures and the sanctions that accompany it.
 - b. Student Misconduct Sanctions
 1. Reprimand—A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
 2. Restitution—Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.
3. Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following; a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
 4. Disciplinary Probation—A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
 5. Loss of Privileges—Suspension or termination of particular student privileges.
 6. Suspension from the College—Separation from the College for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.
 7. Expulsion from the College—Permanent separation from the College. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
 8. Any combination of the above.
 - c. Hearing Committee Procedures
 1. The Chief Student Services Officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation.
 2. At least seven (7) instructional weekdays before the date set for the

- Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send an approved method of notification to the student's address of record. The notification must contain the following information:
- a. A statement of the charge(s).
 - b. A brief description of the incident that led to the charge(s).
 - c. The name of the person(s) submitting the incident report.
 - d. The date, time, and place of the scheduled hearing.
 - e. A list of all witnesses who might be called to testify.
 - f. A statement of the student's procedural rights. These rights follow:
 1. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
 2. The right to present witnesses on one's behalf.
 3. The right to know the names of any witnesses who may be called to testify at the hearing.
 4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
 5. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
 6. The right to know the identity of the person(s) bringing the charge (s).
 7. The right to hear witnesses on behalf of the person bringing the charges.
 8. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 9. The right to a fair and impartial decision.
 10. The right to appeal the Hearing Committee's decision.
3. On written request of the student, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Chief Student Services Officer, or designee, concurs with this change
 4. The Chief Student Services Officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.
- d. Hearing Committee Meetings
1. The Chair shall be appointed by the College's President from among the membership of the Committee. Ex officio members of the Committee may not serve as its Chair.
 2. Committee hearings shall be closed to all persons except the student ("Student") accused of the violations(s), the person(s) initiating the charge(s), respective counsels for the student and for the College, witnesses authorized by the Committee to participate in the hearing, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.
 3. The Committee will arrange for an official audio recording of written record of the hearing (not including deliberations) to be made, and only the person (s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the Chief Student Services Officer. The student may review the official audio recording or written record of the hearing (as applicable) under the supervision of the Chief Student Services Officer, or designee, but the student is not entitled to a copy of the audio recording or written record. Notes made by the Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the student.
 4. Witnesses shall be called in one at a time to make a statement and to respond to questions as permitted by the Chair.
 5. After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused and its deliberations will begin. The "preponderance of the evidence" standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the

violations(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote.

6. The Chair of the Committee will send an approved method of notification to the student's address of record within two (2) instructional days of the Committee's decision. The notification shall inform the student of the Committee's decision, the date of the decision, any sanction(s) imposed, and the appeal process.

3. Appeal

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within seven (7) instructional days of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquiries as deemed necessary, and render a decision within ten (10) instructional days of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee. The President's decision regarding disciplinary actions under the Student Code 3-2-106.1 are not grievable.

The President, or designee, will inform the student about the outcome of the appeal in a certified letter sent to the student's address on record.

Procedures for Addressing Alleged Acts of Sexual Harassment under Title IX

I. Policy

It is the policy of Central Carolina Technical College to address alleged acts of sexual violence and sexual harassment in accordance with the Student Code of Conduct and the Student Grievance Procedure set forth by the State Board for Technical and Comprehensive Education (SBTCE) policy 3-2-106.

II. Procedures

The Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1) sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with

the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. The Student Code for Addressing Alleged Acts of Sexual Harassment (SBTCE Procedure 3-2-106.2) applies to behavior or complaints alleging acts of sexual harassment on college property, or in an education program or activity. This Code does not apply to persons outside of the United States. In order to proceed through the sexual harassment grievance process detailed herein, a formal complaint must be filed with or by a Title IX coordinator and meet the following elements:

- A. The alleged activity falls within the definition of sexual harassment as defined in Section II (CC.);
- B. The alleged activity occurred within a college's education program or activity; and
- C. The alleged activity occurred against a person physically located in the United States.

Complaints reported to the college's Title IX coordinator which do not meet the above elements shall be adjudicated under the grievance process outlined in the Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1). The Non-Discrimination, Anti-Harassment, and Sexual Misconduct procedure of the South Carolina Technical College System (SBTCE Procedure 8-5-101.1) shall apply in situations where complaints are made against employees of a college.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment) to the Title IX Coordinator at any time, including non-business hours, via the phone number, e-mail address or office mailing address listed for the Title IX coordinator.

Irrespective of whether a report of sexual harassment is anonymous, a college with actual knowledge of sexual harassment or allegations of sexual harassment in the college's education program or activity against a person in the United States must respond promptly in a manner that is not deliberately indifferent, meaning not clearly unreasonable in light of the known circumstances.

In some cases, campus authorities may become aware of allegations of sexual harassment via local law enforcement. These allegations may also be addressed by this Procedure. The State Board of Technical and Comprehensive Education and its member colleges encourage the prompt reporting of sexual harassment to campus security and local law enforcement.

The complainant may also file a criminal report regarding the alleged conduct. However, Title IX investigations are separate from criminal

investigations. In some cases, colleges may need to temporarily delay the fact-finding portion of a Title IX investigation while law enforcement gathers evidence. Contact information for local law enforcement and campus security is available on the college's websites.

Retaliatory acts, which may include giving student failing grades, preventing students from participating in school activities, and threatening expulsion against any individual who exercises his or her rights under Title IX are considered to be discrimination and are unlawful. Colleges are prohibited from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX.

III. Definitions

When used in this document, unless the content requires other meaning,

- A. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to a college's Title IX coordinator or any official of the college who has authority to institute corrective measures on behalf of the college.
- B. An "Advisor" is someone who is present to help the complainant or respondent understand the proceedings and to conduct cross-examination on behalf of the party during a live hearing.
- C. An "Appeals Officer" is a person designated by a college to hear an appeal of a dismissal of a formal complaint or a decision-maker determination.
- D. An "Approved Method of Notification" means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.
- E. "Chief Student Services Officer" means the Administrative Officer at the college who has overall management responsibility for student services, or his/her designee.
- F. "Close of Business" means the time that the administrative offices of the college close on that specific workday.
- G. "College" means any college in the South Carolina Technical College System.
- H. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- I. "Consent" is clear, knowing, and voluntary agreement. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.
- J. "Dating Violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the person involved in the relationship.
- K. A "Decision-Maker" is someone (who cannot be the same person as the Title IX coordinator or the investigator) who issues a written determination with findings of fact, conclusions about whether the alleged conduct occurred, rational for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.
- L. "Domestic Violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- M. "Education Program or Activity" includes locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the college.
- N. "Exculpatory Evidence" is evidence that creates a reasonable doubt that a

- respondent engaged in the conduct alleged in a complaint.
- O. "Fondling" is the touching of the private parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because his/her temporary or permanent mental incapacity.
 - P. "Formal Complaint" means a document filed by a complainant with the Title IX coordinator or signed by the Title IX coordinator alleging sexual harassment against a respondent and requesting that the college investigate the allegation of sexual harassment. A report of behavior to the Title IX coordinator or other college official does not constitute a formal complaint.
 - Q. "Incest" is sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law (see S.C. Code Ann. § 16-15-20).
 - R. "Inculpatory Evidence" is evidence indicating that a respondent engaged in the conduct alleged in the complaint.
 - S. "Instructional Days" means any weekday (M-F) in which classes are in session.
 - T. "Instructor" means any person employed by the college to conduct classes.
 - U. An "Investigator" is someone who acts as a neutral party in the investigation and provides a detailed, unbiased report regarding the findings of the investigation.
 - V. "Official with Authority" means an official of the college with authority to institute corrective measures. Officials with authority are those personnel designated by a college who would be considered to have actual knowledge upon receiving notice of alleged sexual harassment.
 - W. "Preponderance of the Evidence" is the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation or hearing conducted under this Procedure. The preponderance of evidence standard means it is more likely than not that the conduct complained of occurred.
 - X. A "Report" is notice from a complainant of alleged sexual harassment, other than a formal complaint, made to the Title IX coordinator or an official with authority.
 - Y. "Rape" is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - Z. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
 - AA. "Retaliation" is adverse action taken against an individual for engaging in protected activity. No college or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by 34 C.F.R. Part 106 (Title IX), or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.
 - BB. Sexual Assault" is defined as rape, fondling, incest, and statutory rape as defined herein.
 - CC. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct (i.e. quid pro quo); (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined herein.
 - DD. "Staff" means any person employed by the college for reasons other than conducting classes.
 - EE. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. For the purposes of this definition: "Course of conduct" means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property; "reasonable person" means a person of ordinary prudence and action under the circumstances in which the course of conduct occurs; and "substantial emotional distress" means significant mental suffering or anguish that may, but

- does not necessarily, require medical or other professional treatment or counseling.
- FF. “Statutory rape” is sexual intercourse with a person who is under the statutory age of consent (see S.C. Code Ann. § 16-3-655)
- GG. “Student” means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.
- HH. “Supportive Measures” are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.
- II. A “Third-Party Reporter” is an individual who files a complaint on behalf of another individual alleging violation of this policy.
- JJ. A “Title IX Coordinator” is an employee designated by the college to coordinate its efforts to comply with and carry out its responsibilities under 34 C.F.R. Part 106 (Title IX), including any investigation of any complaint communicated to such college alleging its noncompliance with Title IX or alleging any actions which would be prohibited by Title IX.

III. Receipt of Reports and Formal Complaints

- A. Reports
A report of alleged sexual harassment to a Title IX coordinator or any official of the college who has authority constitutes actual knowledge. The college must maintain a list of college personnel who are considered officials with authority to institute corrective measures and may name additional responsible employees who must report sexual harassment to the Title IX coordinator. An official with authority who receives a report of alleged sexual harassment must promptly notify the Title IX coordinator of the report. A report is not considered to be a formal complaint but initiates the offering of supportive measures.
- B. Formal Complaints
A Title IX coordinator may receive a formal complaint alleging sexual harassment by phone, mail, e-mail, or any other approved method of notification. Receipt of a formal complaint must be acknowledged in writing by the Title IX coordinator to the complainant within three (3) instructional days of submission of the complaint.

Formal complaints may be initiated by a complainant or the Title IX coordinator. Upon determining a formal complaint meets the elements set forth in Section I of this Procedure, the college’s sexual harassment grievance process is initiated.

IV. Supportive Measures

Upon receiving or being made aware of a report alleging sexual harassment, regardless of whether a formal complaint has been filed, the Title IX coordinator must provide supportive measures to both the complainant and the respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures and must consider a complainant’s wishes with respect to measures provided. Measures provided shall be kept confidential unless disclosure is necessary to provide the measures, such as in the case of a no-contact order. Such measures should restore or preserve equal access to the education program or activity without unreasonably burdening the other party.

Interim suspension or expulsion of a respondent is not included in the list of supportive measures. Emergency removal of a respondent from an educational program or activity is allowable only after conducting a safety and risk analysis and determining there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment that justifies removal. The respondent must be provided with notice of the removal and an opportunity to challenge the decision immediately following the removal. Such a challenge must be made to the Title IX coordinator in writing through an approved method of notification within two (2) instructional days of the removal and include a rationale for why the emergency removal should be rescinded. A respondent may not be subject to an emergency removal without full and appropriate consideration of applicable disability laws, such as Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, in order to preserve equal education access.

V. Sexual Harassment Grievance Process

The sexual harassment grievance process must include reasonably prompt time frames determined by the college and written into policy for conclusion of the grievance process (from the filing of a formal complaint to the written determination by the decision-maker), informal resolutions, and appeals. The college’s policy must also include an explanation and examples of time extensions beyond the published policy, and such extensions must be temporary and justified by good cause.

- A. Dismissal of Formal Complaint

The college must dismiss formal complaints alleging sexual harassment if the conduct in the alleged complaint does not meet the definition of sexual harassment as contained herein; if the conduct did not occur in the college's education program or activity; or if the conduct did not occur against a person in the United States. However, the complaint may be investigated under the Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1) if it violates a college's student code of conduct.

A college may dismiss a formal complaint under this Procedure if, at any time, a complainant notifies the Title IX coordinator that the he or she wishes to withdraw the complaint; if the respondent is no longer enrolled at the college; or if specific circumstances prevent the college from gathering evidence sufficient to reach a determination. If a formal complaint is dismissed, written notice containing reason(s) for the dismissal must be made by an approved method of notification and provided to both parties. Dismissal of a formal complaint can be appealed.

B. Notice of Allegations

Upon receiving a formal complaint alleging sexual harassment, written notice of the allegation(s) ("Notice of Allegations") must be provided within seven (7) instructional days to both the complainant and the respondent. The written notice must be made by an approved method of notification and include:

1. The identities of the parties involved in the incident;
2. The conduct allegedly constituting sexual harassment;
3. The date and location of the alleged incident;
4. Notice of the college's sexual harassment grievance process, to include information regarding its informal resolution process, if available;
5. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made upon conclusion of the grievance process;
6. Notice as to whether the college's code of conduct prohibits knowingly making or submitting false information during the grievance process, and;
7. Notice that the parties may have an advisor of their choice.

Such notice of allegations must be provided at least three (3) instructional days prior to any initial interviews or meetings to allow the respondent sufficient time to respond to the allegations. Notice of additional allegations added after the initial notice must also be provided in writing through an approved method of notification.

C. Advisors

Both the complainant and respondent may have an advisor of their choosing to be present during meetings with college officials (such as the Title IX coordinator or investigator), interviews, and review of materials related to the complaint. Both the complainant and respondent must have an advisor present at the hearing whose sole purpose is to conduct cross-examination on behalf of the party. A party who does not bring an advisor of their choosing to the hearing shall be assigned an advisor by the college. In the event that neither a party nor their advisor appears at the hearing, the college must provide an advisor to appear on behalf of the non-appearing party. An assigned advisor may or may not be an employee of the college.

D. Investigation

1. Investigative Process

Upon receipt of a formal complaint of allegations of sexual harassment, the college must initiate an investigation led by an impartial investigator whose purpose is to collect and summarize evidence. The person(s) investigating may not also serve as the Title IX coordinator or decision-maker. The college must ensure that the burden of proof and burden of gathering evidence sufficient to reach a determination lies on the college and not the parties involved. Parties must receive equal opportunity to present witnesses and evidence. Such evidence must be submitted to the investigator within ten (10) instructional days upon receipt of the Notice of Allegations. Written notice must be provided to a party when the party's participation in a meeting with the investigator is invited or expected. The notice must include the date, time, and location of the meeting; the expected participants; the meeting's purpose; and must allow up to three (3) instructional days, although this period may be shortened if mutually agreed upon by the parties. Investigators may record interviews with parties and witnesses. Such recordings may be included in the investigative report if relevant, either by transcription with irrelevant information redacted or by recording with irrelevant audio removed. The investigative process should be completed within approximately thirty (30) to forty-five (45) instructional days from receipt of the formal complaint. Circumstances may warrant additional time to complete the investigative process.

2. Review of Evidence

Before an investigator issues a report, both parties must be allowed at least ten instructional days to (1) review evidence

gathered during the investigation that is directly related to the allegations raised in the formal complaint and (2) submit a written response to the evidence.

Investigators may but are not required to share such responses to the other party. Should the college discover additional evidence resulting from further investigation prompted by a party's initial response to evidence, the required time of ten (10) instructional days must again be provided for a party to review and respond to the evidence. Notification of any such additional evidence for review shall be made to the parties in writing by an approved method of notification. Upon conclusion of the investigation, the investigator shall generate a written report within seven (7) instructional days unless this time period is extended for an additional five (5) instructional days upon written notice to the parties with an explanation for the extension. Privileged information will not be provided, and treatment records of a party may only be provided to the other party with written consent.

3. Investigative Report

The investigator(s) must create a report that fairly summarizes all relevant inculpatory and exculpatory evidence and distribute the report to the parties and their advisors at least ten (10) instructional days prior to the scheduled hearing. The investigative report should include a description of procedural steps taken during the investigation and a summary of evidence. Only evidence relevant to the allegations of sexual harassment shall be included in the investigative report. Prior sexual history is not deemed relevant (1) unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Parties may provide written responses to the investigative report, which shall be provided to the decision-maker at least one instructional day in advance of the hearing.

E. Hearings

A college's sexual harassment grievance process must provide for a live hearing with cross-examination of parties and witnesses. The parties may bring an advisor of their choice to conduct the cross-examination. Should a party not have an advisor, the college must provide an advisor at no cost.

Parties must be notified of a scheduled hearing at least ten (10) instructional days prior to the hearing through an approved method of notification that shall include the date, time, and location of the hearing.

At the live hearing, advisors of the parties shall cross-examine parties and witnesses who have provided information relevant to the complaint or response thereto. The decision-maker does not have to allow witnesses who are solely character witnesses. The decision-maker must allow the advisor for each party to ask the other party and any witnesses relevant questions and follow-up questions. Such cross-examination must be conducted directly, orally, and in real time by the party's advisor of choice and may occur with the parties in separate rooms using technology that enables participants to simultaneously see and hear the person answering questions. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a question while under cross-examination or otherwise, the decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Should a party or witness refuse to participate in cross-examination, either in whole or by refusing to answer certain questions during cross-examination, no statements provided by the party or witness may be used in reaching a determination. Questions for cross-examination may be presented in advance to the decision-maker so that relevancy may be determined prior to the hearing. However, providing cross-examination questions in advance does not preclude the advisor(s) from asking additional questions not provided in advance to the decision-maker.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

At the request of either party, the college must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the party or the witness answering

questions. An audio or visual recording or a transcript of the hearing must be created and made available for review and inspection.

F. Determinations

Determinations must be made using the Preponderance of the Evidence standard. Determinations may be made at the conclusion of the live hearing or within three (3) instructional days of the live hearing's conclusion and shall be provided in writing by an approved method of notification simultaneously to both parties. A written determination shall include:

1. Identification of the allegation(s) of sexual harassment;
2. A description of the process of investigation, from receipt of the complaint through the determination, to include any notifications to the parties, interviews, site visits, methods used to gather evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of any of the college's policies to the facts
5. A statement of, and rationale for, the determination regarding each allegation, to include:
 - a. Disciplinary sanctions for the respondent
 - b. Remedies provided to the complainant to restore the complainant's equal access to the college's education program or activity; and
6. Information regarding the opportunity to appeal the determination.

A determination is considered final either on the date that the college provides the parties with the written determination or upon expiration of the option to file an appeal.

G. Appeals

Both parties must be afforded the opportunity to appeal dismissal of a formal complaint as well as a final determination on the following grounds:

1. A procedural irregularity affecting the outcome;
2. New evidence not available at the time of the determination that could affect the outcome; or
3. Conflict of interest or bias on the part of the Title IX coordinator, investigator(s), or decision-maker which affected the outcome.

If a party wishes to appeal, an appeal must be made within ten (10) instructional days of dismissal of a formal complaint or

delivery of a written determination. If a party files an appeal, the other party must be notified by an approved method of notification. A party wishing to appeal must do so by submitting an appeal in writing to the Title IX coordinator, who will assign review of the appeal to an appeals officer within three (3) instructional days of receipt. The appeal must include a statement indicating why the appealing party disagrees with dismissal of the complaint or the determination, and specify on which ground(s) the appeal is being made. The college must ensure that the appeals officer is not the Title IX coordinator, investigator(s), or decision-maker who reached the original determination. A decision by an appeals officer must be rendered within three (3) instructional days of receipt by the appeals officer and provided in writing to both parties simultaneously through an approved method of notification. Should an extension be necessary, the appeals officer may provide the parties with written notice extending determination of the appeal for five (5) instructional days with an explanation for the extension. The results of an appeal and the rationale for the determination must be provided in writing simultaneously to both parties.

VI. Informal Resolution

Upon receipt of a formal complaint, a college may choose to introduce the option of a voluntary informal resolution process. Informal resolution may include a range of conflict resolution strategies to include arbitration, mediation, or restorative justice. Informal resolution is a voluntary process that must be agreed upon in writing by both parties, and the documented agreement must notify the parties of their right to withdraw at any time from the informal resolution process. Colleges may not offer or facilitate an informal resolution process to resolve complaints of sexual harassment where the complainant is a student and the respondent is an employee. The informal resolution process may result in sanctions for a respondent.

Colleges may not, under any circumstance, require a party to waive the right to an investigation and adjudication of formal complaints under Title IX. Similarly, a college may not require the parties to participate in the informal resolution of a formal complaint or offer an informal resolution process unless a formal complaint is filed.

Informal resolution, which does not involve a full investigation and adjudication, may be

offered at any time prior to reaching a final determination as long as:

- A. Colleges do not require informal resolution participation as a condition of enrollment or continuing enrollment or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section; and
- B. The parties receive a written notice that includes the following:
 - 1. The allegations;
 - 2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 - 3. That at any time prior to agreeing to resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint;
 - 4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and
 - 5. Signature blocks for the parties' voluntary, written consent to the informal resolution process.

The complainant and respondent both have the right to terminate the informal resolution process at any time and proceed with the formal grievance process. Furthermore, the Title IX coordinator or designee may, where appropriate, terminate or decline to initiate informal resolution and proceed with formal resolution instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution process may be considered in any subsequent formal proceedings.

VII. Sanctions

Following an investigation of allegations presented before the decision-maker, the following sanctions may be imposed if the available information indicates that a violation has occurred:

- A. Reprimand—A written warning documenting that the student violated a student conduct procedure and indicating that subsequent violations could result in more serious disciplinary sanctions.
- B. Special Conditions—Completion of a variety of educational activities relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- C. Disciplinary Probation—A written reprimand documenting that the student

violated a student conduct procedure.

Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.

- D. Loss of Privileges-- Suspension or termination of particular student privileges.
- E. Suspension from the college—Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.
- F. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- G. Additional Measures – Minimizing contact between complainant and respondent. This may include but is not limited to: change in academic and extracurricular activities, living arrangements, transportation, dining, and college-related work assignments, as appropriate.
- H. Any combination of the above.

VIII. Recordkeeping

A college must maintain for seven (7) years from the initial report or formal complaint of sexual harassment, records, of:

- A. Any sexual harassment investigation, including any final determination thereof, any required recording to transcript, any sanctions imposed on the respondent, and any remedies provided to the complainant.
- B. Any appeal and its result.
- C. Any informal resolution and its result.
- D. Records of any action, including any supportive measures, taken in response to an informal or formal complaint of sexual harassment.

The college must also maintain for a period of seven (7) years all materials used to train Title IX coordinators, investigators, decision-makers, and those who conduct the informal resolution process with regard to sexual harassment. This requirement applies only to complaints (informal or formal) received on or after August 14, 2020.

IX. Confidentiality and Privacy

The college must keep confidential the identity of complainants, respondents, third-party reporters and witnesses involved in the grievance process, except as may be permitted

by FERPA, as required by law, or as necessary to carry out Title IX proceeding. The college must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the college to provide the supportive measures. If a formal complaint is made to a Title IX coordinator, confidentiality of the complainant may not be maintained. However, both parties and their advisors may be required to sign non-disclosure or privacy notices requesting that information shared as part of the sexual harassment grievance process not be disclosed.

X. Amnesty for Drug and Alcohol Possession and Consumption Violations

Students are encouraged to report instances of sex-based discrimination, sexual harassment, or sexual assault. Therefore, student who report information about sex-based discrimination, sexual harassment, or sexual assault will not be disciplined by the college for any violation of the college's drug or alcohol possession or consumption policies in connection with making the report.

Student Grievances and Complaints

I. Policy

The purpose of the student grievance procedure is to provide a system to channel and student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures, or regulations, or a state or federal law. This procedure may not be used in the following instances: (1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college; (2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law or on the basis of alleged sexual harassment/violence; or (3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations).

The student filing the grievance must meet the definition of a "student" at the time of the decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

II. Definitions

When used in this document, unless the content requires other meaning"

- A. "College" means any college in the South Carolina Technical College System:
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- F. "Grievable Act or Decision" means a misapplication of a college's policies, procedures, or regulations, or violation of a state or federal law.
- G. "Instructional Days" means any weekday (M-F) in which classes are in session.
- H. "Student" means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.
- I. "Instructor" means any person employed by the college to conduct classes.
- J. "Staff" means any person employed by the college for reasons other than conducting classes.
- K. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
- L. "Approved Method of Notification" means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the College via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.
- M. "Close of Business" means the time that administrative offices of the College close on the specific workday.

III. Grievance Process

A. Filing a Complaint

This procedure must be initiated by the student within fifteen (15) instructional days of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the fifteen (15) instructional day period.

Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally.

In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

1. Written complaints about alleged discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.
2. Written complaints about decisions and actions not related to discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law or sexual harassment shall be submitted to the college's Chief Student Services Officer.
3. Any written complaint naming the College's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

B. Preliminary Investigation and Findings

The person receiving the student's written complaint will send a written acknowledgement to the student no later than

two (2) instructional days after receiving the written complaint.

1. When the complaint is against anyone other than the President of a College: The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two (2) instructional days after it has been received.

As a part of the effort to resolve the matter, the supervisor, or designee, will consult, as needed, with the employee named in the complaint, the student filing the complaint, the Chief Administrative Officer of the division or component concerned, and any other parties relevant to the resolution of the complaint.

The supervisor, or designee, shall respond in writing to the student within ten (10) instructional days of receipt of the complaint. The response, sent through an approved method of notification, shall include a summary of the findings and, as needed, propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee.

2. When the complaint is against the President of the College: The South Carolina Technical College System's Executive Vice President, or designee, will be responsible for the preliminary investigation and findings. As a part of the effort to resolve the matter, the South Carolina Technical College System's Executive Vice President, or designee, will consult, as needed, with the College President named in the complaint, the student filing the complaint, the Chief Administrative Officer of the division or component concerned, and any other parties relevant to the resolution of the complaint. The South Carolina Technical College System's Executive Vice President, or designee, shall respond in writing to the student within ten (10) instructional days of receipt of the complaint. The response, sent through the approved method of notification, shall include a summary of the findings and, as needed, propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by an ad hoc committee. the President of the South Carolina Technical College System will convene a

three person ad hoc committee consisting of System Presidents or a three person ad

C. Student Grievance Hearing

1. Requesting a Hearing

- a. When the complaint is against anyone other than the President of the College: The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within seven (7) instructional days after receiving the supervisor's written response and no later than fifteen instructional days after the supervisor sent the summary of findings. The request must related to the original complaint, and include a statement describing why the supervisor's response was unsatisfactory. If the student does not submit the written request for a hearing within seven (7) instructional days after receiving the supervisor's written response, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place. Within two (2) instructional days of receiving the request for a hearing, the Chief Student Services Officer shall notify the College President or, as appropriate, the System President about the need to convene a Student Grievance Committee or an ad hoc committee of System Presidents. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.
- b. When the complaint is against the President of the College:
 1. The student must submit a written request for a Grievance Hearing to South Carolina Technical College System's Executive Vice President, or designee, within seven (7) instructional days after receiving the Executive Vice President's written response. The request must be related to the original complaint, and include a statement describing why the Executive Vice President's response was unsatisfactory.
 2. If the student does not submit the written request for hearing within seven (7) instructional days after receiving the Executive Vice President's written response, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the

hoc committee from within the System to hear the student's complaint.

Executive Vice President may all the hearing to take place.

3. Within two (2) instructional days of receiving the request for a hearing, the Executive Vice President shall notify the South Carolina Technical College System President about the need to convene an ad hoc committee of System Presidents or a three person ad hoc committee from within the System to hear the student's complaint. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

2. Grievance Committees

- a. When the complaint is against anyone other than the President of the College:
 1. Student Grievance Committee--The College President must approve all recommended members. The committee shall be composed of the following:
 1. Two students recommended by the governing body of the student body.
 2. One faculty members recommended by the Chief Academic Officer.
 3. One Student Services staff member recommended by the Chief Student Services Officer.
 4. One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
 5. The Chief Student Services Officer, or designee, who serves as an ex-officio, nonvoting member of the committee.
 2. The Chief Student Services Officer, or designee, will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was field has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.
 3. The Student Grievance Committee's hearing shall be conducted within twenty-one (21) instructional days following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional days prior to the scheduled hearing. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The rescheduled hearing must take place within ten (10)

- instructional days of the date of the previously scheduled hearing.
- b. When the complaint is against the President of the College:
 1. Ad hoc Committee of Presidents—The President of the South Carolina Technical College System will select three College Presidents from the System to serve on this committee and identify one of the three College Presidents to serve as the chairperson for the hearing. The President of the South Carolina Technical College System may also choose to select a three person ad hoc committee from within the System to hear the student's complaint.
 2. The President of the South Carolina Technical College System, or designee, will send copies of the student's request for a hearing to the committee members, and the President at that college. The President against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.
 3. The ad hoc committee hearing shall be conducted within twenty-one (21) instructional days following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional days prior to the scheduled hearing. The chairperson of the ad hoc committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The rescheduled hearing must take place within ten (10) instructional days of the date of the previously scheduled hearing.
- 3. Hearing Procedures**
- a. When the complaint is against anyone other than the President of the College:
 1. The Chief Student Services Officer, or designee, shall send an approved method of notification to the student filing the complaint and to the employee(s) named in the complaint at least five (5) instructional days before the scheduled hearing. This notification shall include:
 - a. A brief description of the complaint, including the name of the person filing the complaint.
 - b. The date, time, and location of the hearing.
 - c. The name of any person who might be called as a witness.
 - d. A list of the student's procedural rights. These rights follow:
 - i. The right to review all available evidence, documents or exhibits that each party may present at the hearing. This review must take place under the supervision of the Chief Student Services Officer, or designee.
 - ii. The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.
 - iii. The right to consult with counsel. This person serving as counsel may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the counsel.
 - iv. The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.
 2. At least ten (10) instructional days before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.
 3. Committee hearings shall be closed to all persons except the student filing the complaint, the employee(s) named in the complaint, respective counsel for the student and the employee(s), witnesses authorized by the Committee to participate in the hearing, committee members, and one or more person designated by the Committee to be responsible for making an official written record or audio recording of the hearing.
 4. The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will maintained in the office of the Chief Student Services Officer. The student or employee(s) named in the complaint may review the official audio recording or written record of the hearing

- (as applicable) under the supervision of the Chief Student Services Officer or designee, but neither are entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the student or employee(s).
5. Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.
 6. After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused and its deliberations will begin. The “preponderance of the evidence” standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote. In case of a tie, the chairperson may vote.
 7. The Chair of the Committee will send an approved method of notification to the Student and employee’s address of record within two (2) instructional days of the Committee’s decision. The notification shall inform both parties of the Committee’s decision, the date of the decision, any sanctions(s) imposed, and the appeal process.
- b. When the complaint is against the President of the College:
1. The South Carolina Technical College System President, or designee, shall send an approved method of notification to the student filing the complaint and to the College President named in the complaint at least five (5) instructional days before the scheduled hearing. This notification shall include:
 - a. A brief description of the complaint, including the name of the person filing the complaint;
 - b. The date, time, and location of the hearing.
 - c. The name of any person who might be called as a witness.
 - d. A list of student’s procedural rights. These rights follow:
 - i. The right to review all available evidence, documents or exhibits that each party may present at the hearing. This review must take place under the supervision of the South Carolina Technical College System President, or designee.
 - ii. The right to appear before the ad hoc committee and to present information and additional evidence, subject to the Committee’s judgement that the evidence is relevant to the hearing.
 - iii. The right to consult with counsel. This person serving as counsel may not address the committee, question the College President named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the counsel.
 - iv. The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Committee, the student filing the complaint, and the College President named in the complaint.
 2. At least ten (10) instructional days before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.
 3. Committee hearings shall be closed to all persons except the student filing the complaint, the College President named in the complaint, respective counsel for the student and the employee(s), witnesses authorized by the Committee to participate in the hearing, committee members, and one or more person designated by the Committee to be responsible for making an official written record or audio recording of the hearing.
 4. The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee’s deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the President of the South Carolina Technical College System. The student or College President named in the complaint may review the official audio recording or written record of the hearing (as applicable) under the supervision of the System President or designee, but neither are entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record

and are not subject to review by the student or College President.

5. Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.
6. After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused and its deliberations will begin. The “preponderance of the evidence” standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote. In case of a tie, the chairperson may vote.
7. The Chair of the Committee will send an approved method of notification to the student and College President’s address of record within two (2) instructional days of the Committee’s decision. The notification shall inform both parties of the Committee’s decision, the date of the decision, any sanction(s) imposed, and the appeal process.

IV. Appeal Process

- A. When the complaint is against anyone other than the President of the College:

If either party is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten (10) instructional days of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee’s decision. The College President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) instructional days of receipt of the appeal. The College President will notify both parties of his/her decision through an approved method of notification. The President's decision is final and this decision cannot be the sole reason for filing a grievance against the President.

- B. When the complaint is against the President of the College:

If either party is not satisfied with the ad hoc committee’s decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten (10) instructional days of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee’s decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) instructional days of receipt of the appeal. The System President will notify both parties of his/her decision through an approved method of notification. The System President’s decision is final.

Glossary

Academic Advisor – Your advisor is the faculty member in your program of study who advises you on courses needed to complete your certificate, diploma, or associate degree. Your academic advisor is the key to your success in taking the right courses, completing your program, and learning about your career opportunities.

Accreditation – An endorsement given to educational institutions or academic degree programs by an organization that reviews qualifications.

Add/Drop Period – This period includes the first five days of 16-week courses and first three days of 5, 8, and 10- week courses. You may drop or add courses to your schedule only during the Add/Drop period.

Associate Degree – A program where a student earns a degree from a community or technical college. It takes two years to complete degree as a full-time student.

Catalog – A catalog is your guidebook that contains information regarding what you need to know about Central Carolina and what you need to take so that you can graduate.

Certificate – A program that usually takes less than one-year to complete as a full-time student. It sometimes can be transferred into the diploma or associate degree in that field of study.

Comprehensive Advising Process (CAP) – A systematic approach to advisement that includes program orientation, activities in COL 105 Freshman Seminar, midterm grades, and Freshman Advisors.

Corequisite – A course that must be taken at the same time as another course.

Counselor – A staff member whose role is to admit you into the college, provide first semester advisement and refer you to other resources. Counselors are not academic advisors.

Course Numbers - Numbers assigned to specific classes.

Course Reference Number (CRN) – Each course section has a unique CRN. If you know the CRN, registration is faster. However, you can look up classes without knowing the CRN.

Credit Hour – Credit awarded for courses

Curriculum – The group of courses within a program of study.

D2L or Desire2Learn or Brightspace – Course delivery software which allows courses to be taken over the Internet using various communication, content, and management tools.

DAE or Department Approved Elective – Specific courses allowed to count toward graduation from a program.

Degree Works – This is a guide accessible within myCCTC that displays the courses required in your program of study, the courses you have taken, the grades you received, and the number of courses still required for you to graduate.

Developmental Courses – Courses designed to assist you in basic reading, writing, or mathematics. These courses are prerequisites to college-level, transferable courses. You are required to successfully complete

these courses or test out of them prior to taking higher-level college credit courses

Diploma – A program that takes approximately one year to complete as a full-time student. It sometimes can be transferred into an associate degree in that field of study.

Distance Learning - Distance learning offerings at Central Carolina Technical College utilize one or more technologies to deliver instruction to students who are separated from the instructor by time or distance.

These methods may include the use of electronic learning management systems for online and hybrid delivery of courses and/or Web or videoconferencing technologies. Central Carolina's distance learning courses provide regular and substantive interaction between the students and the instructor, either synchronously or asynchronously.

Elective – A course that is your choice, rather than one identified as a program requirement. Usually a program of study will have one or two electives required, but the choice of which elective course you “elect” to take is flexible with the advisor's approval.

FAFSA – The acronym for Free Application for Federal Student Aid, the form the federal government uses to determine financial aid for you.

Financial Aid – General term used to refer to any form of assistance you receive to help pay for college expenses.

Freshman Advisor – New students are assigned a Freshman Advisor to help them navigate the first semester of college. Your Freshman Advisor will assist and support you with COL 105, career assessments, and college resources. They will also help to transition to Academic Advisors.

GPA – Grade point average; the average of your class grades, based on a 4.0 scale. You are expected to attain at least a 2.0 GPA in order to graduate from a program. (A=4; B=3; C=2; D=1; F=0)

Hybrid – A course that has required on-campus meetings and online components.

Minimester – A shorter term than the 16-week semester, usually 8 or 5 weeks.

myCCTC - Your student information system that allows you to register online, view grades and transcripts, conduct degree audits, check on your financial aid status, send e-mails, receive campus news, and much more.

Prerequisite – A course that must be completed successfully in order to enter the next course in a subject sequence.

Program – The field of study in which a student enrolls that outlines the courses and the number of credit hours required by the State in order to award a certificate, diploma, or degree.

Registration – The process of officially choosing times to attend classes. Once the classes are chosen and entered into the computer, a seat is held in those classes until tuition is paid (requiring a visit to the cashier each semester) or until the payment deadline. If tuition is not paid by the payment deadline, the classes will be dropped and the registration is cancelled.

Section Number – Each semester a section number is assigned to each course offering to indicate when,

where, and at what time the class is meeting. These numbers are extremely important to you during registration.

Syllabus – An outline of course content, which includes expectations and attendance policy, sometimes with assignments and their due dates.

Titan Start Portal – Your student information system for applicants and newly admitted students to connect with their Admission Counselor, check for outstanding application requirements, and register for events.

Transcript – Your official record of your cumulative academic work at a college. It lists the courses attempted and the grades and credit hours earned for those courses.

Transfer Courses – Courses designed for transfer to another college as credit towards a program of study. If you plan to transfer, it is important for you to contact the senior college for information on the most appropriate course selections for you to take at CCTC.

Tuition – Costs for courses, not including certain fees.

Zoom Classes - Classes taught by an instructor using Zoom online webinar software. Students are required to have a computer (Mac or PC) with strong internet connections, a microphone, and speakers or a headset. Zoom classes are synchronous classes, which means the students have to be participating in the webinar at the time of the instruction. Students attending via Zoom are expected to behave in the same manner as if they were attending in person. In other words, if something would not be allowed in an in-person class, then it will not be allowed in a Zoom class. Instructors have the discretion to mark students absent for unacceptable behavior and for activities that prevent full engagement.

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CONTACT INFORMATION

TOPIC	CONTACT	PHONE #	SUMTER CAMPUS
Admissions, First Semester Advising & Registration	Admissions	(803) 778-6605	Bldg M300
Advisement & Support Center	ASC Advisors	(803) 778-7892	Bldg M500/Rm M533
Career Services	Career Services Center	(803) 778-6600	Bldg M500/Rm M525
Computer Assistance	User Support Services	(803) 778-6607	Bldg M100/Rm M121E
Disability Services	Disability Services Coordinator	(803) 778-7871	Bldg M500/Rm M543
Dual Enrollment	Dual Enrollment	(803) 778-7828	Bldg M100/Rm M135
Withdrawal from Courses	Financial Aid Office	(803) 778-7831	Bldg M300
Fees	Cashier	(803) 778-1961	Bldg M300
Financial Aid, Work Study/Scholarship	Financial Aid Office	(803) 778-7831	Bldg M300
ID Cards/Parking Decals	Security	(803) 778-6623	Bldg M100/Rm M117
Library Resources	Library	(803) 778-6647	Bldg M500
Online Courses	Distance Learning	(803) 774-3343	Bldg M500/Rm M571 & M572
Recruitment	Recruitment	(803) 774-3311 (803) 778-6605	Bldg M100/Rm M3 or M300
Special Populations Program	Counseling & Outreach Services	(803) 778-6672	Bldg M500/Rm M540
Student Life	Student Life Coordinator	(803) 774-3336	Bldg M500/ Rm M542
Testing Services	Testing Center	(803) 774-3306	Bldg M100/Rm M109
Transcript of Grades	Student Records	(803) 778-7830	Bldg M100/Rm M24A
Transfer Credits	Registrar or Student Records Coordinator	(803) 774-3339 (803) 774-3323	Bldg M100/Rm M24A Bldg M100/Rm M8
TRIO Programs	TRIO SSS Office	(803) 778-7844	Bldg M500/Rm M583
	TRIO VUB Office	(803) 774-6702	Bldg M500/Rm M583
Veterans' Benefits	Veterans' Affairs Office	(803) 778-7831 (803) 778-7845	Bldg M500/Rm M587
Veteran Resources	Veterans' Resource Center	(803) 778-7816	Bldg M500/Rm M589

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